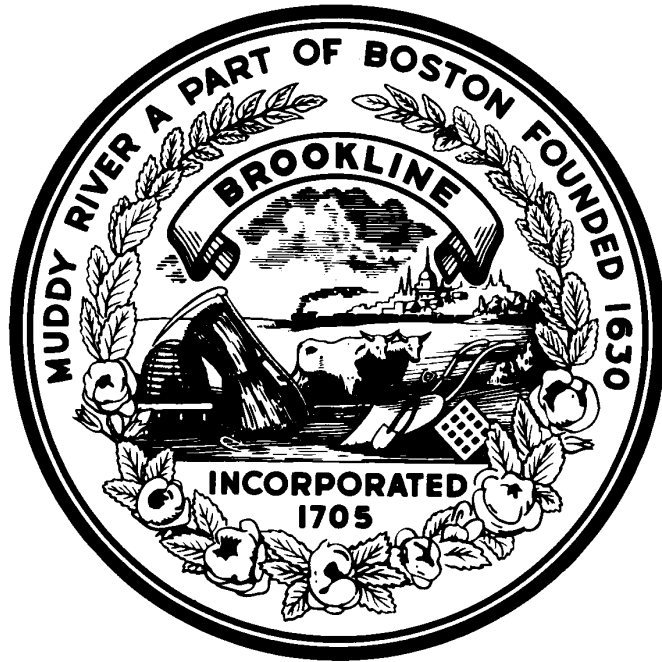


TOWN OF BROOKLINE MASSACHUSETTS



295th Annual Report of the
Town Officers of Brookline
for the year ending December 31, 2000

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TOWN OFFICERS

for the Municipal Year 2000

Elected Town Offices and Committees

MODERATOR

Edward (Sandy) Gadsby

TOWN CLERK

Patrick J. Ward

BOARD OF SELECTMEN

Joseph T. Geller, Chair (2002)

Donna R. Kalikow, (2003)

Gilbert R. Hoy (2002)

Deborah B. Goldberg (2001)

Robert L. Allen (2003)

TRUSTEES OF THE PUBLIC LIBRARY

Peter J. Epstein, Chair (2002)

Leonard Bernstein (2001)

Mary Firestone (2003)

Dennis P. Geller (2001)

Kenneth D. Jacobson (2003)

Gary D. Jones (2002)

Paul M. Katz (2001)

Gabriela Romanow (2002)

Ellsworth E. Rosen (2003)

H. Richard Tyler (2001)

Carl Axelrod (2003)

Karen Livingston (2002)

SCHOOL COMMITTEE

Helen Charlupski, Chair (2001)

Dori Stern (2003)

Nancy Hutchinson Erdmann (2002)

Marcia M. Heist, Vice-Chair (2001)

Nancy Heller (2001)

Terry Kwan (2003)

Kevin E. Lang (2001)

Judy Meyers (2003)

Fred Wang (May 2001)

BROOKLINE HOUSING AUTHORITY

Francis M. Moroney, Chair (2004)

Barbara B. Dugan (2005)

Leslie B. Fabian (2001)

Pamela H. Goodman (2001)

David Trietsch (2003)

CONSTABLES

Robert L. Allen (2001)

Marvin A. Feinman (2001)

William A. Figler (2001)

Myrna Kahn (2001)

Stanley Rabinovitz (2001)

Appointed by the Moderator

ADVISORY COMMITTEE

Nancy Daly, Chair (2002)

Harry K. Bohrs, V. Chair (2001)

Carla Wyman Benka (2001)

Michael Berger (2002)

Acheson H. Callaghan, Jr. (2003)

Robert H. DeVries (2002)

L. Branch Harding IV (2001)

Isabella Hinds (2001)

Sytske V. Humphrey (2002)

Jonathan Karon (2003)

Estelle Katz (2003)

Frederick Lebow (2003)

Roger R. Lipson (2003)

Pamela Lodish (2002)

Shaari S. Mittel (2003)

Sergio Modigliani (2002)

Charles Moo (2003)

William B. Powell (2003)

Hezekiah Pratt (2002)

Stanley L. Spiegel (2001)

Ronny M. Sydney (2003)

ADVISORY COMMITTEE (CONT'D)

Neil Wishinsky (2003)
Robin E. Coyne, Budget Analyst

COMMITTEE ON TOWN
ORGANIZATION AND STRUCTURE

Jean D. Berg, Chair (2002)
Betsy DeWitt (2003)
Michael Robbins (2001)
Martin R. Rosenthal (2003)
Robert M. Stein (2001)

Boards and Commissions Appointed by the Selectmen

ADVISORY COUNCIL OF PUBLIC HEALTH

Dr. J. Jacques Carter, Chair (2002)
Dr. Joyce Clifford (2001)
Dr. Bruce Cohen (2001)
Roberta Gianfortoni (2003)
Elizabeth Hirshom (2002)
Dr. Millie Krakow (2003)

BOARD OF APPEALS

Diane Gordon, Chair (2002)
Bailey Silbert (2003)
Harry Miller (2001)

BOARD OF ASSESSORS

George Moody, Chair (2001)
Harold Peterson (2002)
Sally Powers (2003)
ASSOCIATE MEMBERS
Lewis C. Cohen (2002)
P. Nicholas Elton (2003)
Lawrence E. Kaplan (2003)
Sara McCauley Sheldon (2002)
Susana Lannik (2003)

BOARD OF EXAMINERS

Israel Katz, Chair (2001)
Barnett Berliner (2002)
VACANCY

BROADBAND MONITORING COMMITTEE

Francine Berger, Chair
Tobe Berkovitz
Edward "Tad" W. Campion
Jack Kettell
Douglas Levin
Al Pisano
Michael S. Selib

BROOKLINE ACCESS TELEVISION

Vera Armen (2002)
Dan Berman (2002)
Christopher Crowley (2001)
Judy Diamond (2002)
Barbara Soifer (2001)
David Tavenner (2001)
Gary Jones (2003)
Marvin Lucas (2003)
Bernice Speen (2002)

BROOKLINE COMMISSION FOR THE ARTS

Ruth Abrams
Peter Ames
Myrna Balk, Chair
Saul Carliner
Sara Goldstein Gall
Bruce Kinch
Jan Schrieber
Elizabeth Carter
Mark Favermann
Marilyn Berliner
Margaret Hogan

BUILDING COMMISSION

Janet Fierman, Chair (2003)
Louis Wilgoren (2002)
George Cole (2001)
George Cha (2003)

CELEBRATIONS COMMITTEE

Marge Amster
Richard Bargfrede
Maureen Carter
Kenneth Carter
Polly Cornblath

CELEBRATIONS COMMITTEE (CONT'D)

A. Thomas DeMaio
Frank Differ
Peter Ditto
Jeannette Doetsch
Larry Doheny
Gilbert K. Hoy, Jr.
Richard J. Kelliher
Robert Lynch
Chou Chou Merrill
Michael W. Merrill
Betty Moylan
James Nickerson
Michael O'Reilly
William Riley
Melvin Ritter
Peter Scott
Ronny Sydney
Barbara Tynan

COMMISSION FOR THE DISABLED

Melvin Ritter, Chair (2003)
Bernard Gollis (2001)
Selectman Gilbert R. Hoy, Jr. (2002)
Robert Sneirson (2001)
Jutta Von der Mosel (2003)
ASSOCIATE MEMBERS
Kenneth Kaplan (2001)
James Kinsellagh (2002)

CONSERVATION COMMISSION

Stephen Burrington, Chair (2001)
Joanna Wexler, Vice-Chair (2003)
Adam Kahn, Commissioner (2002)
Tom LaRosa (2003)
Werner Lohe (2002)
Roberta Schnoor (2003)
Gail McClelland Fenton (2001)
ASSOCIATE MEMBERS
Keith Beasley
Joan Fried
Barbara Mackey
Marion Lazar

COUNCIL ON AGING

Eleanor Bart
Irving Finn
Elizabeth Kirsten

COUNCIL ON AGING (CONT'D)

Ted Lew
Agnes Rogers
Evelyn Roll
Bernice Rosenbaum
Sally Rotman
Miriam Sargon
Dorothy Wolfson
Sy Yesner

ECONOMIC DEVELOPMENT ADVISORY BOARD

Robert I. Sperber, Co-Chair (2001)
Jill Weber, Co-Chair (2002)
Miceal Chamberlain (2002)
Joan Millman (2001)
Thomas Nally (2001)
Paul Saner (2000)
Donald A. Warner (2001)
Jim Zien (2002)
Anne Meyers (2003)
Alden Raine (2003)
Ben Birnbaum (2003)

HOLOCAUST MEMORIAL COMMITTEE

Regina Barshak, Co-Chair
Leon Satenstein, Co-Chair
Christopher J. Crowley
Barbara Helfgott-Hyett
Benjamin Jacobs
Mimi Krant
Evelyn Mordechai
Reizel Polak
Joan Sax
Ronny Sydney
Benjamin Varon

HOUSING ADVISORY BOARD

Roger Blood, Chair (2000)
Amy Anthony (2002)
Leslie Fabian (2001)
Ken Goldstein (2001)
Kathryn Cochrane Murphy (2002)
Joan Lamphier (2001)
Kathy Spiegleman (2001)

HUMAN RELATIONS/YOUTH RESOURCES COMMISSION

Ruth Flaherty, Chair (2001)
Dr. Susan K. Howards, V. Chair (2001)
Harold Koritz, Vice Chair (2003)
Sandra Bakalar (2002)
Assunta Cha (2002)
Reverend George Chapman (2003)
Alan Cohen (2001)
Leslie Fabian (2001)
Ellen Goodman (2003)
Carolyn Devore Parks (2002)
Agnes Rogers (2002)
Captain Peter Scott (2003)
Juan Martinez (2003)
Dr. Claire Weiss (2001)
Dr. Ed Wang (2001)

HUMAN RESOURCES BOARD

Patricia Correa (2000)
Frances Shedd-Fisher, Chair (2001)
Kenneth V. Kurnos (2002)
Jacqueline J. Young (2000)

PARK AND RECREATION COMMISSION

John Bain, Chair (2001)
Nina Brown (2002)
Mary Dewart (2003)
Daniel F. Ford (2002)
Nancy O'Connor (2002)
Wallis Wickham Raemer (2001)
Robert Simmons (2003)

PLANNING BOARD

Jerry I. Kampler, Chair (2001)
Kenneth M. Goldstein (2004)
Linda Hamlin (2003)
Steven Heiken (2005)
Mark J. Zarrillo (2002)

PRESERVATION COMMISSION

David England, Chair (2003)
Maurice Childs, V. Chair (2002)
Dennis DeWitt (2002)
Sheri Flagler (2003)
Dr. Gary Gross (2001)
Patricia Libbey (2001)
Shantia Anderheggen (2003)

ALTERNATES

William Rizzo (2001)
Wendy Ecker (2003)
Elton Elperin (2003)
Emily Livingston (2001)

REGISTRARS OF VOTERS

Franklin Kartun, Chair (2003)
Eleanor Chayet (2002)
Linda Golburgh (2003)
Patrick J. Ward, Ex Officio

RETIREMENT BOARD

Fred A. Taub, Chair (2003)
Harvey J. Beth (2003)
Joseph P. Duffy (2002)
Judith Haupin, Ex Officio

SOLID WASTE ADVISORY COMMITTEE

Michele Davis, Chair (2002)
Lee Cooke-Childs (2002)
Denise Frankoff (2002)
Lea Mannion (2003)
Karen Rankin (2003)

TRANSPORTATION BOARD

Fred Levitan, Chair (2002)
William Schwartz, V. Chair (2001)
Michael Sandman (2003)
Abigail Swaine (2002)
Faith Michaels (2003)
Kathy Jonas (2001)

TREE PLANTING COMMITTEE

Philip Hresko, Chair (2002)
Corliss Engle (2001)
Hugh Mattison (2003)

TRUSTEES OF WALNUT HILL CEMETERY

Abbe Cohen, Chair (2002)
Dorothy Baldini (2003)
Katharine Begien (2002)
Mary Harris (2003)
Donalda Hingston (2001)
Joslin Ham Murphy (2001)

Miscellaneous Appointments

AGENT FOR MANAGEMENT OF REAL
ESTATE

John T. Mulhane

CIVIL DEFENSE DIRECTOR

John E. Spillane

DOG OFFICER

John King

FENCE VIEWER

Mary Hunter

INSPECTOR OF ANIMALS

Dr. Herbert S. Carlin

INSPECTOR OF PETROLEUM

John E. Spillane

INSPECTOR OF WIRES

Theodore Steverman

KEEPER OF THE LOCK-UP

Daniel C. O'Leary

LOCAL MOTH SUPERINTENDENT OF
INSECT PEST CONTROL

Dr. Herbert S. Carlin

RIGHT TO KNOW COORDINATOR

Gerard J. Hayes

MEASURERS OF WOOD AND BARK

Richard Bargfrede

George Carroll

Senior Manager Appointments

BOARD OF SELECTMEN'S OFFICE

Richard J. Kelliher, Town Administrator

Stephen E. Cirillo, Deputy Town
Administrator

Sean Cronin, Assistant Town Administrator

Judith A. Haupin, Comptroller

George F. Moody, Chief Assessor

Jon Snodgrass, Information Technology
Director

BUILDING DEPARTMENT

James Nickerson, Commissioner

Charles Simmons, Director of Public
Buildings

Tony Guigli, Building Project Administrator

FIRE CHIEF

John E. Spillane

HEALTH AND HUMAN SERVICES

Dr. Alan Balsam, Director

COUNCIL ON AGING

Arlene Stern, Director

HUMAN RELATIONS/YOUTH RESOURCES

C. Stephen Bressler, Director

FINANCE DEPARTMENT

Harvey J. Beth, Director of Finance/
Treasurer/Collector

David Geanakakis, Chief Procurement Officer

HUMAN RESOURCES

Gerard J. Hayes, Director

TOWN LIBRARIAN

James C. Flaherty

**PLANNING AND COMMUNITY
DEVELOPMENT**

Robert Duffy, Director
Chris Ryan, Assistant Director
Amy Schectman, Econ. Development Officer

POLICE CHIEF

Daniel C. O'Leary

PUBLIC WORKS DEPARTMENT

A. Thomas DeMaio, Commissioner
Andrew Pappastergion, Deputy
Commissioner/Director of Water and Sewer
Peter Ditto, Director of Engineering/Transp.
Peter Sellers, Director of Highway
Erin Chute, Director of Parks and Open Space

RECREATION

Robert T. Lynch, Director

SUPERINTENDENT OF SCHOOLS

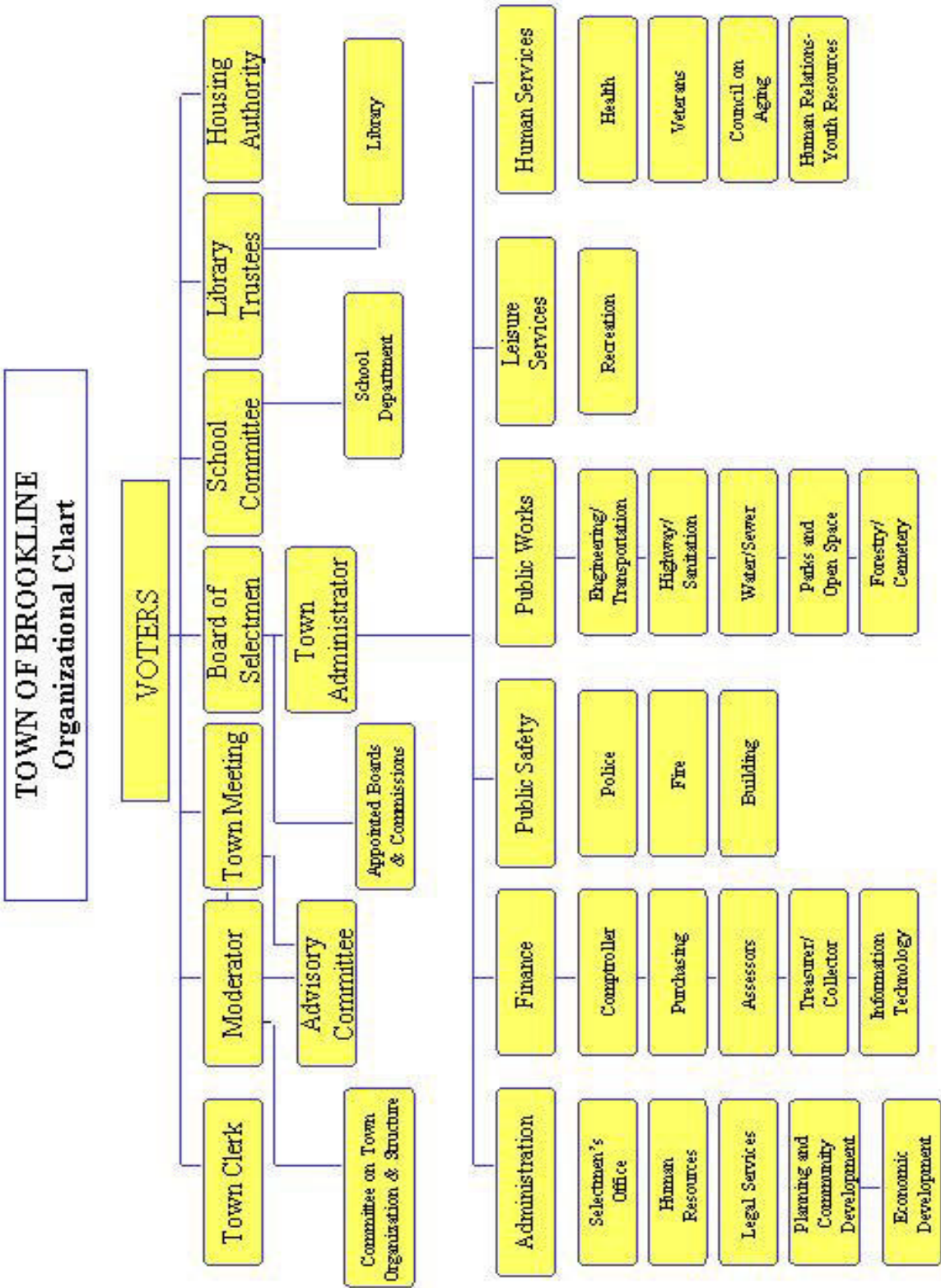
James F. Walsh

TOWN COUNSEL'S OFFICE

David L. Turner, Town Counsel
George F. Driscoll, Associate Town Counsel
Joslin Ham-Murphy, Associate Town Counsel
Jennifer Dopazo, Assistant Town Counsel

VETERANS' SERVICES

Richard Bargfrede, Director



BOARDS/COMMISSIONS APPOINTED
BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Brookline Access Television	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Celebrations Committee	Broadband Monitoring Committee
Building Commission	Registrars of Voters	Transportation Board	Committee for the Arts	Commission for the Disabled
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Park and Recreation Commission	Commission for Women
Housing Advisory Board		Trustees of Walnut Hills Cemetery		Council on Aging
Planning Board				Holocaust Memorial Committee
Preservation Commission				Human Relations Youth Resources

SELECTMEN'S ANNUAL REPORT

The Board of Selectmen is most pleased and honored to report on the activities and progress of the past Millennium Year 2000. Your Town government not only moved quickly beyond the thankfully uneventful Y2K experience, but initiated an array of long range planning efforts, all the while maintaining and improving our standing portfolio of essential municipal services.

As always, the Board of Selectmen placed priority on the effective financial management of the Town. Fortunately, the annual audit was completed with very few and relatively minor comments. Moody's Investor Service once again granted the Town a Aaa credit rating. And throughout, the Board has attempted its utmost to remain faithful to standing Fiscal Policies and to the Financial Improvement Program adopted in the aftermath of the 1994 Proposition 2 1/2 override. The Selectmen coordinated their efforts in addressing the most prominent issues on the Board's overall agenda by maintaining an "Action List" of items for the year. The 2000 Action List covers nearly 50 separate projects, programs, or

functions. Given the number of items the Board must address, each is assigned to an individual Selectman (occasionally two). The assigned Selectman has to provide periodic reports to the full Board and is considered by the Selectmen and Town Administration as the Board's point-person on the matter. The full Action List is printed on the next page.

Perhaps the greatest area of growth on the Action List over the past year has been in strategic planning. Following the re-organization of the Planning and Community Development Department and building upon Future Search, long-range planning emerged as a dominant theme in the Millennium Year. The Comprehensive Plan, Zoning By-Law Review, Parking Task Force, and other strategic initiatives have assumed a greater prominence on the Selectmen's agenda, as the entire community grapples with questions of growth, affordability, open space, development, and traffic, and parking.



Board of Selectmen – Richard J. Kelliher (Town Administrator), Robert Allen, Deborah Goldberg, Donna Kalikow, Chairman Joseph Geller, Gilbert Hoy

FINANCIAL MANAGEMENT PLANNING	
1. Selectmen's Financial Improvement Program (Aaa rating, audit committee, CAER, etc.)	DG
2. Town/School Partnership	JG&DG
3. Retirement system (Policy review with Retirement Board)	DK&DG
ENHANCEMENT OF REVENUE	
4. Community Partnerships (public/private/tax-exempt institutions) a.) School Community Partnership Committee	JG&DG
5. Hotel Oversight	JG&DK
SERVICE PROGRAM	
6. Parks and Open Space (Implementation of Task Force Report)	DK
7. Public Celebration Enhancement	DK
8. Public Celebrations (Existing)	GH&DG
9. Commercial Areas Committee	GH
10. Business District Development	DG
11. Commercial Areas Parking Initiatives	DG
12. Youth Activities (Athletics, Recreation programs, and Facilities)	DK&GH
13. Voting Technologies/Town Meeting Voting Technologies	GH
14. Cable TV monitoring	GH
15. Liquor Licenses (violations, number of licenses)	GH & DG
16. Bournewood Hospital	DG
17. Selectmen's committee to review delegation of licensing functions	GH&RA
18. Ambulance Study Task Force	RA
19. Implementation of cell phone ban	RA
18. Adopt a Space	GH
19. Code Enforcement properties subject to consistent complaint	DK
20. Human Resources Director Recruitment/Screening	DG
PUBLIC POLICY/INTERGOVERNMENTAL RELATIONS	
21. Legislative delegation (develop strategy for Ed Reform renewal, Dover Amendment, etc.)	GH&DG
22. Housing Brookline	DK&RA
23. Commission for the Disabled/Americans with Disabilities Act	GH
24. Energy Management (Utility dereg., street lights, Moderator's Com. For utility franchise)	DK
25. Environmental Issues	DG&DK
26. Underground parking pedestrian warning devices	JG
27. Town Meeting voting procedures (Moderator's Committee)	GH
28. Living Wage (Moderator's Committee)	RA
29. Redistricting	DG
30. Tree Replacement (Moderator's Committee)	JG
31. Training for Boards and Commissions	DK
LABOR RELATIONS	
32. Collective Bargaining	ALL
33. Labor Advisory Committee	JG&DK
CAPITAL PROJECTS	
34. Beacon Street improvements	DG
35. Police/Fire headquarters	DG
36. Lawrence School	DK
37. Library renovations	GH
38. Newton Street Landfill (closing, re-use, etc.)	DK&RA
39. Muddy River Restoration/Emerald Necklace Conservancy	JG
40. Carleton Street Footbridge	GH
STRATEGIC PLANNING	
41. Comprehensive Plan	JG&RA
42. Zoning By-Law Review	JG & RA
43. Recreation "Vision"	DG&RA
44. Fisher Hill/MWRA Reservoir	DG
45. Comprehensive Plans for Information Technology and Telecommunications	DK
46. Community Preservation Act	ALL
47. Traffic Calming - Public Process	ALL
48. Sidewalk Replacement Policy	GH

STRATEGIC PLANNING

Comprehensive Plan - Central to the Town's strategic planning efforts is the development of the Comprehensive Plan. To date the Town has prepared only three Comprehensive Plans in 1959, 1976, and 1989. The 2000-2001 Plan has the following key objectives

- ?? Conform with G.L.c 41 S. 81D and Executive Order 418, which frame the comprehensive planning, process for every city and Town.
- ?? Establish both long-term goals and a five-year action plan.
- ?? Ensure citizen involvement in both planning and implementation.
- ?? Involvement by all Town Boards and Commissions.
- ?? Community consensus on vision statements, objectives, and recommendations.
- ?? Coordination with other local, regional, and state jurisdictions.
- ?? Establishment of measurable goals to ensure monitoring of Plan implementation and performance.

The Comprehensive Plan Committee was established by the Board on August 22, 2000. Chairman Joseph Geller and Selectman Robert Allen were named as the designated Selectmen for the process, serving as co-chairs of the full Committee. Currently the members of the Comprehensive Plan Committee are:

Selectman Joseph T. Geller, Co-Chair
Selectman Robert Allen, Co-Chair
Shantia Anderheggen
John Bain
Michael Berger
Dorothy Blom
Lawrence Chan
Marla Engel
Leslie Favian
Gary Jones
Terry Kwan
Michael Merrill
Suzanne deMonchaux
Shirley Radlo
Roberta Schnoor
Bill Schwartz
Martin Sokoloff

Joanna Wexler
Jim Zien

Since the establishment of the Committee, the process concentrated on Phases I-III of a VI Phase work program, expected to take 18-24 months. By the end of 2000, the Committee had begun to address the first five, out of an eventual 10, Issues and Opportunities Reports.

Report 1	Parks, Open Space & Greenways October, 2000
Report 2	Water Quality Management November, 2000
Report 3	Historic Preservation December, 2000
Report 4	Economic Development January, 2001
Report 5	Housing February 2001
Report 6	Schools March, 2001
Report 7	Recreation April, 2001
Report 8	Transportation April, 2001
Report 9	Town Facilities May, 2001
Report 10	Telecommunications May, 2001

In addition to CDBG funds, \$125,000 was appropriated by Town Meeting to support the Comprehensive Plan. Considerable resources from the operating budget, particularly in the form of staff time from the reorganized Department of Planning and Community Development, have also been allocated to this effort. The Selectmen and Planning Director Robert Duffy remain optimistic that the Plan will be completed on schedule by mid-2002.

Zoning By-Law Review - A companion effort to the Comprehensive Plan is the work of the Zoning By-Law Review Commission, also coordinated by the Director of Planning and Community Development. Again on August 22, 2000, the Selectmen voted the following Resolution establishing the Commission and once more designated Chairman Geller and Selectman Allen as co-chairs:

WHEREAS, the Board of Selectmen of the Town of Brookline recognize the important purpose that the Zoning By-Law plays in guiding the conservation and growth of our community; and

WHEREAS, the Massachusetts General Laws, Chapter 40A, referred to as the "Zoning Act"

which was enacted in 1975, enables the Town of Brookline, through Town Meeting, to adopt and from time to time amend a Zoning By-Law; and

WHEREAS, the Town of Brookline first adopted a Zoning By-Law in 1922, which established the first Zoning map, consisting of eleven districts, and regulations addressing basic use, height and area regulations; and

WHEREAS, since the initial enactment of the Town's Zoning By-Law in 1922, there have been numerous amendments approved by Town Meeting leading to the Current Zoning By-Law which became effective in 1962; and

WHEREAS, since 1962, over forty seven separate amendments have been approved modifying the current zoning map, which consists of twenty nine districts, and regulations addressing a wide range of use, density, dimensional, design and special district regulations; and

WHEREAS, since it has been nearly four decades since a comprehensive review of the Town's Zoning By-Law has occurred, the Department of Planning and Community Development, as part of its mission as defined by Article 3.12 of the Town's By-Laws, has developed a preliminary work program and process for undertaking a thorough review of the Zoning By-Law; and

WHEREAS, the work program and process, as presented to the Planning Board, Board of Selectmen and Advisory Committee prior to the May 2000 Town Meeting, defines the following key objectives:

1. Consistency with Chapter 40A of the Massachusetts General laws.
2. Evaluate the purpose and performance of the current Zoning By-Law.
3. Identify "best practices" that may pertain to an update of the Zoning By-Law.
4. Review current processes and procedures pertaining to zoning administration and applications considered by the Planning Board and Board of Appeals.
5. Consider modifications to the overall format, organization, language, tables and graphics associated with the Zoning regulations and

map to improve the clarity and interpretation of the By-Law.

6. To review and improve coordination of the Zoning By-Law with other relevant sections of the Town's By-Law.
7. Identify general and specific amendments to the use, dimensional and related regulations codified as part of Zoning By-Law in order to address current conditions, issues and opportunities.
8. To consider the potential establishment of new zoning districts and future amendments that may be recommended by the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Selectmen recommend that the Department of Planning and Community Development, in coordination with Town Counsel and the Building Commissioner, proceed with a comprehensive review of the Town's Zoning By-Law based on the preliminary work program presented; and be it further

RESOLVED, that the Board of Selectmen will appoint a Zoning By-Law Commission consisting of citizen, business and other interests, and representatives of boards and commissions.

The current members of this Commission are:

Selectman Joseph T. Geller, Co-Chair
Selectman Robert L. Allen, Co-Chair
Diane Gordon
Lawrence Kaplan
Jerome Kampler
Kenneth Goldstein
William Rizzo
Thomas LaRosa
Roger Blood
Anne Meryer
Robert DeVries
Jayne Bennett Friedberg
Mark Fine
Peter R. Bronson
Jeffrey Feuerman

The first phase of the process entailed a basic and preliminary examination of the Zoning By-Law's organization content, clarity, administration, and application. The commission is expected to complete its work on Phase 1 by mid-Summer of 2001. Actual changes in the By-

Law will require eventual approval by Town Meeting.

Affordable Housing Task Force - On the basis of review presented in May, 2000 by the Housing Advisory Board, which was subsequently provided to Town Meeting as an "Update on Affordable Housing", the Selectmen established a special Housing Opportunities Task Force. The challenges to implement "Housing Brookline" have only intensified in our rapidly escalating housing market. The mandate given to the Task force is to:

1. Identify, assess, and prioritize financial and land resources, both public and private, suitable to support affordable housing development.
2. Define opportunities for public, private, and non-profit participation to stimulate affordable housing production and preservation.
3. Evaluate and support the advancement of appropriate financial, program, regulatory, and related incentives to attract and support affordable housing opportunities.
4. Maximize the application of Town financial resources and leverage alternative forms of outside private and public capital.
5. Assist in articulating general development principles and guidelines for affordable housing development.

The Selectmen ultimately decided to authorize Members of both the Housing Advisory Board (HAB) and the Economic Development Advisory Board (EDAB) to this special Task Force. The following are the members of the Task force with Selectman Kalikow designated as Chairperson.

Amy Anthony	HAB
Alden Raine	EDAB
Paul Saner	EDAB
Kathy Spiegelman	HAB
David Trietsch	EDAB

Commercial Areas Parking Committee – Any strategic consideration of Brookline's future has to take in to account both the commercial areas themselves and the corresponding parking issues which they entail. In February, 2000 the Selectmen appointed a Commercial Areas Parking Committee that submitted its Report to the Board in June of 2000. Selectmen

Weitzman and Goldberg were the initial Board designees.

The Committee held three public forums, each of which were extremely well attended. Over 150 individual citizens, including both merchants and residents, participated in at least one of the sessions.

The Committee also reviewed past studies performed on this complex issue including a professional parking supply and demand analysis for Coolidge Corner and Washington Square conducted in 1987; a 1997 study by the B.U. School of Management on the nature of current utilization of parking supply; and the findings of a 1998 citizen survey in which 40% of the respondents identified parking as a critical issue.

The principal findings of the Committee were:

- ?? Need for better management of existing parking supply.
- ?? Parking strategies that protect the character of commercial areas including the variety of businesses, the large amount of small businesses, and compact and workable scale.
- ?? Protection of adjacent neighborhoods from unnecessary nuisances.
- ?? Encouragement of public transit.

The Committee urged a series of short-term, intermediate, and long-range actions. The most immediate step was to establish an Interdepartmental Implementation Team to follow through on the multi-jurisdictional implications of the recommendations. This Team has concentrated on parking management issues, including the creation of an employee sticker parking program; restoring uniformity to metered parking spaces; and creating both greater capacity and turnover for customer parking.

In receiving the Report, the Selectmen acknowledged the extent and quality of the work by the Committee. Its members were:

Selectman Deborah B. Goldberg, Chair
Selectman Robert L. Allen

Gerald Bickoff, Business Owner
 Maurice Childs, Preservation Commission
 Stephen Goldenberg, Chamber of Commerce
 Barr Jozwicki, Town Meeting Member
 Michael Kerstein, Business Owner
 Marian Klausner, Business Owner
 Fred Levitan, Transportation Board
 Bruce Moore, Town Meeting Member
 Benjamin Rich, Bicycle Advisory Committee
 Michael Sher, Town Meeting Member
 Robert Shuman, Business Owner
 Martin Sokoloff, Planning Board
 Stanley Spiegel, Advisory Committee
 Donald Weitzman, Former Selectmen
 Jim Zien, Economic Development Advisory Board

Traffic Calming - Traffic concerns in residential neighborhoods are every bit as much an issue as parking in the commercial areas. In recent years, Traffic Calming has become increasingly desired by various neighborhoods. On a somewhat ad-hoc basis, successful traffic calming projects have been constructed in the Salisbury Road neighborhood at Williston Circle; around the High School; and on Winchester Street. The latter two were constructed in 2000.

However, for both citizens and town officials alike, it has become increasingly obvious that a strategic set of policies are necessary to guide the growing demand for traffic calming.

With the addition of a Transportation Planner position in DPW in 2000, the Selectmen directed DPW to formulate a comprehensive set of Traffic Calming policies. DPW first presented draft policies to the Selectmen in December, 2000 and then in joint session with the Transportation Board in January, 2001.

The draft policies and guidelines cover the full gamut of issues ranging from how citizens apply for traffic calming, to needs assessment, to design criteria. It is expected that the guidelines will be ready for application for anticipated future projects including Walnut Street, the Driscoll School, and Reservoir Road. Approximately \$1.2 million is programmed in the CIP for traffic calming work over the next six years.

Muddy River/Emerald Necklace – The Phase 1 Muddy River Control, Water Quality and

Wildlife Enhancement, and Historic Preservation Project (“the project”) involves a multidisciplinary approach to improving the 5.6 mile Muddy River watershed, which includes adjacent parklands and other areas referred to as the Emerald Necklace. In November of 1999, a Memorandum of Understanding (MOU) was executed by local and state agencies involved in the project, the purpose of which is to facilitate cooperation between the respective authorities in project planning, permitting, funding, and implementation. The MOU allows for the transfer of funds between participating parties and provides commitments for adherence to all applicable regulatory or programmatic requirements.

Over the past year, the project has made significant progress in the planning phase. The participants advertised, interviewed, and selected qualified firms for Project Manager and Engineering contracts, CDM and Parsons Brinkerhoff, respectively. Since September 29, 1999, 16 Community Advisory Committee (CAC) meetings were held.

CDM completed the existing conditions plan that included:

- ?? Topographic survey of the project area
- ?? Location and boundaries of wetland resource areas
- ?? Inventory of existing wildlife habitats
- ?? Inventory of existing landscaping plant materials, furnishings, and surface materials
- ?? Sediment-sampling program involving approximately 150 samples
- ?? Water quality sampling program including one dry-weather sampling and two wet-weather samplings
- ?? Evaluating and researching historical plans, documents, and photographs.

Preliminary engineering plans were developed by the consultant team to develop cross sections of the river showing the dredging limits, hydraulic modeling to demonstrate benefits of the restoration, redesign of culverts, traffic impacts, and a detailed cost estimate.

Meetings were held with the various permitting and regulatory agencies. The participants

formed a Pre-Application Review Committee (PRC) with representatives of regulatory agencies and held three meetings to discuss the various elements of the project. A Request for Determination of Applicability for sediment sampling and a Notice of Resource Area Delineation were submitted to, and approved by, the Brookline and Boston Conservations Commissions.

The consultant team prepared the extensive Draft EIR document for review by the proponents and is currently revising it for presentation to the CAC. In April, 2001, the Emerald Necklace Master Plan was officially finalized and presented to the project proponents.

CAPITAL IMPROVEMENT PROGRAM

Each year, it is the goal of the Town to develop a comprehensive, financially sound Capital Improvement Program (CIP) to address the backlog of capital needs. This year, the availability of a higher level of Free Cash allowed the Town the opportunity to review financial strategies. The primary policies of the CIP, including the commitment of 5.5% of the previous year net revenue and all Free Cash exclusive of non-appropriated and special reserve funds, to be used as funding sources for capital and special projects remains.

Two significant adjustments to the financial strategy were made. Projects that had been previously scheduled for funding through bonding in future years have been advanced forward and the suggested source of funding is through available funds. In addition, projects scheduled for future bond financing had the term of borrowing reduced in an attempt to retire debt service at a faster rate. These changes allow the community to address the capital needs backlog and transition into a program of systematic replacement of capital infrastructure. The reduction in future year borrowing allows the community to rebalance its Debt Management Plan in relation to the overall financial planning of the Town. Finally, improvements in the format of the document allow residents a better understanding of project timing, financing resource, and previous

financial commitment. Among the major developments that occurred in 2000 within our Capital Improvement Program were:

Public Safety Headquarters - In the fall of 2000, Town Meeting authorized an \$11.5 million budget for the reconstruction of the Public Safety Headquarters. The contract for the construction was awarded to Bilt-Rite Construction Company and construction began in January, 2001. The project is scheduled to be completed in 16 months. The Police and Fire Headquarters, temporarily moved to the Old Lincoln School, are expected to move to the new facility in Spring 2002. The Public Safety Project Oversight Committee is:

Selectman Deborah B. Goldberg, Chair
Police Chief Daniel O'Leary
Fire Chief John Spillane
Janet Fierman, Building Commission
Sergio Modigliani, Advisory Committee

Main Library Restoration - At the May, 2000 Annual Town Meeting, authorization was given for a \$13 million Main Library Restoration Project. The principal sources of funding for this project are \$4 million in donations; a \$3.6 million state grant, and the balance from Town funds including bond financing, federal CDBG funding, and a reallocation of operating funds saved due to the Main Library closing for construction. This funding plan is a masterpiece of creative financing and a credit to all those who have labored to bring this project to fruition.

The general contract was awarded to BBC Company, Inc. of Boston, Massachusetts. The massive effort to re-locate operations out of the building to the Coolidge and Putterham branches was carried out in December, 2000 - January, 2001. Demolition got underway in February, 2001. The firm of Perry Dean and Rogers, who designed the restoration, will continue oversight through completion, which is expected by Fall 2002.

The Library Project Advisory Committee members are:

Selectman Gilbert R. Hoy, Jr., Chair
George Cha, Building Commission
Peter Epstein, Chair, Board of Library Trustees

Ex officio Non-Voting Members

James Nickerson, Building Commissioner
Chuck Flaherty, Library Director
Richard Kelliher, Town Administrator

Baker School - The \$10.5 Million construction project for the Baker School was awarded to The Castagna Construction Corporation in 1999. The scope of the project included classrooms, auditorium, the gym, cafeteria, and complete restoration of the playfields. The students and staff were temporarily moved to the Old Lincoln School. The project was completed and students and staff returned to the Baker School in September, 2000. The effort was coordinated by the Project Oversight Committee including:

Selectman Joseph T. Geller, Chair
Selectman Robert L. Allen
Helen Charlupski, School Committee
George Cole, Building Commission
James Walsh, Superintendent of Schools
Brian Sullivan, Deputy Town Administrator

As with all recent school construction projects, 61% of eligible costs are reimbursed to the Town through the state School Building Assistance Program. Over the 20-year term of the bonds to finance this project, the Town has been approved to receive \$490,000 in reimbursement.



Senior Center

The Senior Center - After many years of planning, the 1999 Annual Town Meeting

approved a \$2.75 million Bond Authorization for the construction of the new Senior Center at 77 Winchester Street. The \$4.35 million full cost of the project was offset by construction of the site by federal CDBG funds and a grant by the Bay State Federal Savings Charitable Foundation. The project reached substantial completion by the end of 2000 and senior activities were able to begin at the new facility in February, 2001. CBT of Cambridge, Massachusetts was the architect and Vertec Corp. was the general contractor. The dedication is planned for May 2, 2001.

Lawrence School - At the May, 2000 Annual Town Meeting \$935,000 was appropriated to retain an architectural firm to design the Lawrence School Renovation Project. In December 2000 the Selectmen awarded the contract to Miller, Dyer, Spears of Cambridge, Massachusetts. The \$16.6 million renovation of the Lawrence School is scheduled to begin in the Summer of 2002. The scope of the project will address general renovations for infrastructure, programmatic issues, and the creation of classroom space in the anticipation of enrollment growth. In addition, improvements to the adjacent Longwood Park and improvement of traffic congestion resulting from staff and parent parking is also being considered.

The Project Oversight Committee includes:

Selectman Donna Kalikow
Terry Kwan, School Committee
George Cole, Building Commission

The Landfill Closing - The Town has completed, and the Department of Environmental Protection has approved, the initial Site Assessment of the closing for both the front and rear landfill. The CDM Engineering Corp. has been awarded a contract to complete the technical aspects of the landfill closure process. This includes the Comprehensive Site Assessment, Corrective Action Alternative Analysis, and Final Closure/Post Closure Plan. Citizen participation has been encouraged. Numerous meetings have been held as part of an abutter remediation process to address, traffic, sight, sound, and odor issues. Currently,

the project is estimated to cost \$3 million to \$6 million and is scheduled for FY2003.

ECONOMIC DEVELOPMENT

Webster Street Hotel - While attracting nowhere near the high-profile attention of the previous year, calendar year 2000 nevertheless saw several key benchmarks reached on the hotel project. Town Meeting in 1999 approved a long-term lease for the 189-room facility. The lease required approval of a Home Rule petition by the State Legislature. After extensive testimony by Selectmen and other Town officials before the Local Affairs Committee, the Legislature approved the special legislation on December 27, 1999, and the Governor signed it into law on January 6, 2000.

After receiving a detailed project progress report in May, 2000 from the Economic Development Office, the Selectmen voted unanimously on October 31, 2000 to enter into a 97-year lease with Carpenter and Company. Subsequently, Carpenter announced the facility would be operated under the Marriott Courtyard Flag. The Hotel is expected to open in the Summer of 2002.

Farmers' Market Relocation - A major collateral outcome of the hotel development on Webster Street was the relocation of the Farmers' Market to the Center Street West parking lot. To ready the site for the Market, the Center Street lot was completely upgraded with enhanced landscaping, new benches, and attractive site work. An important visual enhancement and promotional tool was the installation of banners announcing the relocation the day of Market operations.

The Farmers' Market opened on schedule in June and enjoyed a successful season (other than the rain!). Having shed some initial anxiety about relocation, the Farmers are looking ahead to their next season in the much more attractive environment.

Shop Brookline Campaign - In addition to many other efforts supporting the Town's commercial areas - collaboration with the Chamber of Commerce; creating a

comprehensive business database; mitigating the impact of major public construction projects - the Economic Development Office launched a Shop Brookline Campaign.

On October 24, 2000, the Board of Selectmen voted to devote \$10,000 in Ryder Cup proceeds to the Campaign for the creation of a new logo; enhancing Brookline business visibility with taxi advertisement and promotions in regional shopping guides; and use of the Town's Website.

PUBLIC CELEBRATIONS

In 2000 the Board of Selectmen continued to support efforts to expand the role of public celebrations in the community. Selectman Gilbert Hoy was the Board's designee for many of these events. In addition to promoting events at televised Selectmen's meetings and assisting with private fund raising, the Selectmen continued to support funding for the Commercial Areas Coordinator of the Economic Development Office and the Events Coordinator of the Human Relations Commission. As has been increasingly the case in recent years, all Town related celebrations are conducted with an eye toward Brookline's Tercentenary Anniversary.



Celebrations Committee

Commercial Areas Events - 1st Light and Taste of Brookline once again highlighted in festive fashion the extensive and varied retail and restaurant businesses in this community.

Selectman Hoy kicked off 1st Light on November 30, 2000 by welcoming all attendees and introduced Victor Cockburn for a sing along. More than 50 acts were performed in shops and eateries throughout the commercial areas, entertaining hundreds of participants as they sampled the array of products and services available in this community. Several hundred hungry patrons enjoyed the offerings from 20 Town restaurants at the Taste of Brookline held on March 26, 2000 at the Holiday Inn. The affair also raised nearly \$7,000 for local food pantries.



1st Light Festivities

Cultural Festivals - The Human Relations/Youth Resources Commission again sponsored the Martin Luther King Celebration, the Asian American Heritage Festival, and the Russian American Festival. Selectman Hoy represented the Board at the Asian American and Russian American Festivals and Selectman Weitzman at the Dr. King Celebration. All three events were held at the High School Auditorium and attracted participants ranging from 350-400 persons.

Veterans' Events - On April 13, 2000 the Town Veterans' Office and the Brookline Public Schools, in conjunction with Operation Recognition, recognized 40 W.W.II veterans with honorary Brookline High School Diplomas. Selectman Hoy provided remarks on behalf of the Board at the affair, which filled the Roberts-Dubbs Auditorium to capacity. The touching ceremony celebrated the dedication and patriotism of the 20 veterans and their families who could actually attend. And, of course, Flag Day was celebrated on June 18, 2000. An estimated 1,000 adults and children gathered on Cypress Field to enjoy the Parade Review and

carnival. Retired Fire Chief Robert English and former Deputy Town Administrator Brian Sullivan were the Grand Marshals.



WWII Veteran Arthur Hurley receiving a Diploma

Ouimet/Lowery Dedication - On a brisk early Saturday morning in October, Selectman Donna Kalikow led about 100 attendees in the dedication ceremony of the newly installed Francis Ouimet/Eddie Lowery bronze at the entrance to the Putterham Meadows Golf Course. The life size bronze was cast for the Ryder Cup Matches held in Town the year before. Ouimet was the Brookline Golfer who rose to prominence in 1913 by capturing the U.S. Open/Lowery was his lifelong caddie. Selectman Kalikow noted how this part of Brookline history was emblematic to the "Town" standing the world of golf to successfully host the internationally prestigious Ryder Cup Matches.



Francis Ouimet/Eddie Lowery bronze statue

POLICY ISSUES

Question 4 - Perhaps no policy issue that arose in 2000 had more far-reaching effects than Question 4. This Ballot Question asked the voters to reduce the State Income Tax from 5.75% to 5% over a four-year period. While Brookline voted against the tax cut by more than 2,000 votes, the Ballot Question was approved by a comfortable margin statewide.

The Selectmen disseminated a letter explaining their opposition to the measure, which was published on November 2, 2000. The following are excerpts:

"It is quite unusual for all five Selectmen to write a column together. But, we have a responsibility to communicate to you our concerns about the situation our community will face should Questions 4 and 6 pass in the November Election.

State aid is a critical part of our town's financial stability. The most dramatic example of the growing importance of state aid has been Chapter 70 Ed Reform funding. Since the first year of Ed Reform, education aid has increased statewide by \$1.7 billion. Although Brookline receives a smaller share of the overall distribution, because formulas are keyed to poorer communities, the growth in Chapter 70-education aid has become crucial to the Town and our schools.

During this time period, state revenue has grown nearly \$1 billion annually with Ed Reform funding increases averaging well over \$200 million a year. Looking forward, no political leader, government agency or private institution has forecasted revenue growth that can both absorb the \$1.2 billion tax cut proposed in Question 4, and still ensure the continuation of this level of funding increases for education, while maintaining other local aid.

Local aid accounts for 20% of the state budget. Should state revenues decrease as significantly as projected, it is probable that state leaders will expect local communities to share the inevitable impact. Ed Reform funding expired last year, and all municipalities are very concerned about

continuing the progress achieved without on-going increases from the State.

A sober analysis of the facts, not dire predications of doom, lead us to the obvious conclusion that Questions 4 and 6 pose direct threats to our schools and essential local services. Steady, dependable growth in state aid is not too much to ask in our robust economy. Pulling nearly \$2 billion out of the State's revenue will put all communities in an extreme bind. For these reasons we will be voting "No" on Questions 4 and 6. We hope you will too!"

MCAS - The Fall 2000 Special Town Meeting voted overwhelmingly in favor 175-10, including unanimous Selectmen support, of a Resolution calling for the elimination of the graduation requirement of the MCAS system. The graduation requirement has provoked concern in communities across the State. The Resolution called for the Selectmen to send copies of the text to state officials and local officials in all 351 cities and towns. The Board transmitted the Resolution on December 5, 2000 to all Constitutional Officers, all state legislators, and municipalities and School committees throughout the Commonwealth.

Bournewood Hospital - The year began with disappointment, but ended on a note of hope as it relates to the experience with Bournewood Hospital. Most importantly, there were no reported security incidents that posed an immediate harm to the surrounding residential neighborhood.

The Board's efforts to address on-going concerns about Bournewood Hospital were led by Selectman Deborah Goldberg. She, the Police Chief, and Representative David Donnelly, with the support of the Department of Mental Health, had been leading the effort to urge the Hospital to enter into a formal Memorandum of Understanding with the Town. Unfortunately, at the turn of the year, Bournewood had rebuffed this effort.

In reaction to the refusal to accept the MOU and in response to notice that the State was commencing its biennial license renewal process, the Selectmen held a major public hearing on February 8, 2000. Police Chief

O'Leary led off the testimony citing that the police had been responding to Bournewood incidents once every three days on average in recent years. About 20 residents testified and more than 50 persons signed a petition calling on the State Auditor to review the operations of this facility which is a recipient of state funds.

The Board of Selectmen forwarded to the Commissioner of Mental Health the Findings of Fact, transcript, petition, and other materials arising from the hearing. As a result, the Commissioner wrote to the Town on April 13, 2000 indicating that she was limiting the license term to one year as opposed to the normal two years. She directed Bournewood Hospital "to take further action in improving its relationship with the Town, specifically the Police Department."

In addition to the limited license, the Commissioner of DMH also proposed that the Department play an active role in mediating discussion between the Hospital and the Town. The Town readily accepted the proposal. In June, the Commissioner designated a professional facilitator to assist with fostering constructive dialogue between the Town and Hospital.

Selectman Goldberg and Chief O'Leary are the Town's representatives in the formal mediation sessions, approximately five of which were held by year's end. Although the process had not yielded conclusive results by December, 2000, the dialogue had been proving helpful. In the context of a lack of incidents spilling into the neighborhood, the year closed on a much more hopeful note than it had begun.

Power Outages - Electrical Power Outages had become quite acute during 2000, prompting the Board of Selectmen to meet with NSTAR (Edison) officials on two occasions. The first session was in January when Edison threatened some of its Brookline customers with planned outages for maintenance work during extended periods in potentially freezing weather. Edison agreed with the Board to defer scheduled outages to the month of March when temperatures are above freezing. A more acute and vexing set of problems arose in August when several widespread power outages in the

Coolidge Corner to lower Beacon Street area occurred during oppressively hot weather. Elderly housing in particular was effected, especially the Housing Authority's multi-story building at 90 Longwood Avenue.

Three separate outages affecting overlapping areas occurred on August 7th, 8th, and 9th. Edison officials advised the Selectmen that a "manhole by manhole" inspection would be conducted to prevent future incidents from occurring. The Selectmen particularly stressed the need for NSTAR to improve emergency communications during these crisis conditions.

Legislative Delegation Meeting - The Selectmen continued their annual practice of meeting with the full Legislative Delegation to highlight key issues for the Town. This session was held at the State House on March 8, 2000. Joining the Selectmen were members of the School Committee, Advisory Committee, and Department Heads. The Agenda entailed :

- ?? Chapter 70/Ed Reform Funding
- ?? METCO Funding
- ?? School Building Assistance
- ?? Road Construction Funding (Ch. 90)
- ?? Domestic Partner Legislation
- ?? Public Safety Binding Arbitration
- ?? Muddy River Funding

In an unscheduled appearance, the Speaker of the House joined Representative Sydney and the other members of the delegation in a direct discussion with the Town officials. The Selectmen firmly believe that direct advocacy efforts are the way to pursuing the Brookline "agenda"

TOWN OPERATIONS

West Nile Virus - While strategic planning, capital improvements, and other basic municipal issues dominated the Town's work agenda in 2000, nothing more dominated the headlines than the West Nile Virus. Starting with the quiet discovery of a crow carcass in late June on the Boston side of Willow Pond about 50 feet from the Brookline town line, the West Nile Virus blossomed into a story of national notoriety.

Fortunately, the Brookline Health Department was more than up to the task of crisis management necessitated by the discovery of the virus. Evidence of the infection appeared in Brookline in dead birds found in late July and in mosquito samples in early August. This led to the initiation of a controlled spraying program in green spaces near where the evidence of infestation was found.

The Board of Selectmen received a comprehensive report from the Health Department on August 8, 2000 reviewing the findings to that date and outlining the steps taken to address the problem. Most important was the extensive public information and education campaign conducted by the Town. Through the duration of the infestation, over 25,000 pieces of educational materials were disseminated, including 5,000 door hangers for Town residences. A hot line was established and the Website used extensively. The Police and School Departments, along with the Council on Aging, aided with the information campaign.

Thankfully, when the crisis abated in late summer, no human cases of West Nile Virus had been reported. Spraying had to be expanded, nevertheless, to overnight applications along town streets and parks in addition to the use of laruacide in all town catch basins. In order to take full precautions, planning continued for action steps for next year immediately after the crisis abated.

Youth Fund - On December 19, 2000, the Board voted unanimously to authorize the execution of an agreement with the Brookline Community Foundation and The Country Club to establish the Brookline Youth Fund. The Fund was established with a \$500,000 donation from The Country Club as a result of the Community Partnership Agreement it entered into with the Town for the Ryder Cup.

In addition to the initial half million-dollar contribution, interest earnings and a charitable golf tournament at The Country Club brought the principal of the Fund to \$550,000 at the time the Agreement was executed. The expectation is that the Fund will generate at least \$25,000 a year in grants to Brookline-based programs that serve the youth of this community. The pool of

first time grant recipients are expected to be announced in Spring 2001.

Greenough Street - Perhaps no issue generated more local controversy in 2000 than the plan of the Transportation Board to keep Greenough Street closed after the re-opening of the High School from the \$43 million renovation project. The Transportation Board's decision to keep the street closed to vehicular traffic was appealed to the Selectmen at a hearing on May 9, 2000. After hearing testimony on both sides of the issue, receiving petitions with hundreds of names on both sides, and listening to several Town Officials including the Chair of the School Committee, Police Chief, and Brookline High School Headmaster supporting closing, the Selectmen voted unanimously to uphold the decision of the Transportation Board.

The Annual Town Meeting voted favorably on a Resolution calling for an immediate re-opening of Greenough Street. Many interested parties, including Selectmen, neighbors, and transportation officials, worked through the Summer to develop a compromise plan. The Transportation Board did devise a partial re-opening schedule that kept the portion of the Street in front of the High School closed from 9:00 a.m. - 4:00 p.m. during the school year. However, a consensus approach was not reached.

The fall Special Town Meeting voted 110-93 to file special legislation that would allow Town Meeting to consider appeals from the Transportation Board under certain circumstances. The Selectmen unanimously recommended No Action on this item. When the special legislation was filed in December, 2000 the Selectmen communicated their opposition to the bill when they transmitted it to the Legislature.

Police Appointments - The Board continued its practice of filling public safety staffing vacancies as soon as practicable. Two key actions were taken in regard to police appointments: on April 11, 2000, the Board authorized the conditional employment of nine police officers, and, on August 8, 2000, the Board authorized the filling of eight more vacancies in the Department.

The Police Chief has continued to follow the Board's directives to promote as much diversity as possible in the candidate pool. In addition to continuing to solicit service lists with African-American candidates under the "consent decree", the Chief called for a Spanish-speaking and Chinese speaking lists, along with a "women's list". In addition though, the Department has maintained rigorous standards for physical and psychological fitness for duty.



Board of Selectmen with newly hired officers

Cable Television - During 2000, AT&T announced its intention to acquire the Brookline and Boston cable television franchises from Cablevision. In addition, RCN continued its system build in the Town and began to activate customers. By year's end, RCN claimed about 2,000 subscribers in comparison to Cablevision's 15,000.

The licensing of cable television operations has become a year-round proposition given the dynamic changes taking place in both technology and corporate structure. To ensure regular and consistent oversight, the Selectmen's Cable Television Coordinating Committee met regularly throughout the year. Chaired by Selectmen Gil Hoy, the Committee has been particularly attuned to license complaints. The Committee members are:

Selectman Gilbert R. Hoy, Jr., Chair
 Peter Epstein, Special Counsel
 David Turner, Town Counsel
 Francine Berger, Chair, Broadband Monitoring Committee
 Stephen Bressler, Staff

Chris Crowley, President Brookline Access Television
 Peter Ditto, Director of Transportation/Engineering
 Jon Snodgrass, Information Technology Director
 Harvey Beth, Director of Finance
 Claire Jackson, Asst. Superintendent of Curriculum
 Richard Kelliher, Town Administrator

RECOGNITION

In the course of any given year, the Board of Selectmen recognizes through proclamations or resolutions scores of individuals, organizations, employees, or causes that merit acknowledgement. The following are a few of the highlights for 2000.

Village Fire - The work of Captain Babcock and the personnel of the Brookline Fire Department was again recognized on September 12, 2000. Captain Babcock was in charge of the fireground for a fire in a large 19th Century four-story building at 209 Washington Street in Brookline Village. The building included six residential units, which made controlling this night fire all the more urgent. The Board unanimously commended the response units for preventing personal injury and for controlling the fire as rapidly as they did.



Firefighters from Ladder 2 awarded the Medal of Honor

Ladder 2 - On March 7, 2000, the Board of Selectmen recognized the work of the personnel assigned to Ladder 2 -- Captain Fred Babcock,

and Firefighters Canney, Francis, and Gregorio - who on February 9 responded to a fatal fire at 200 Boylston Street, Newton. The heroics of these firefighters were captured on front-page pictures in the Globe and Herald and received acclaim from all involved in this conflagration. Later in the year, Selectmen Kalikow and Goldberg attended a statewide ceremony held in the City of Worcester recognizing their efforts.



Selectmen with Sister City Delegation

Sister City Quezalguaque - On October 24, 2000, the Board of Selectmen welcomed a delegation from the Brookline's Nicaraguan Sister City, Quezalguaque. Mayor Hugo Ruiz, Father Marcos Diaz, Pedro Ruiz, and Dr. Bernarda Oporta Jimenez were officially welcomed to the Town. In recognition of the Sister City Project, the Board unanimously adopted the following Resolution:

WHEREAS, in 1987 the Town of Brookline established a Sister City Relationship with the Town of Quezalguaque, a rural community of 1,400 families in northwest Nicaragua; and

WHEREAS, a most distinguished delegation of leaders from our Sister City have honored our community by a visit to our Town; and

WHEREAS, the early efforts of the Brookline-Quezalguaque Sister City Project helped fund and build Quezalguaque's health clinic, which is today so well administered that it serves a regional function; and

WHEREAS, in the aftermath of Hurricane Mitch in 1998 the citizens of the Town of Brookline once again opened their hearts for our Sister City by providing disaster relief in the form of money, food, clothing and other necessities; and

WHEREAS, members of the Brookline community visited Quezalguaque earlier this year, worked alongside its people and were challenged by their dedication, energy and hospitality.

NOW THEREFORE, we the Board of Selectmen of the Town of Brookline, pleased to have an opportunity to return the hospitality of the people of Quezalguaque, extend our heartfelt welcome to Mayor Hugo Ruiz, Father Marcos Diaz, Dr. Bernarda Oporta, and Teacher Union Official Pedro Martinez and proclaim, Thursday, October 19 through Wednesday, October 25, 2000 as

SISTER CITY WEEK

in the Town of Brookline and we join the entire community in welcoming our Sister City delegation and urge the citizens of the Town to continue their generous support of Quezalguaque.

Selectman Luster Delany - On September 26, 2000, the Selectmen formally voted with regret the passing of former Selectman Luster T. Delany. The Board honored him with the unanimous adoption of the following Resolution:

It is with profound regret that we, the members of the Board of Selectmen, record the death of

LUSTER T. DELANY
On Friday, September 22, 2000

WHEREAS, Luster was always keenly interested in the affairs and welfare of the Town, having served as a Selectman from 1988 to 1991, a Town Meeting Member in Precinct 15 for 28 years, Vice Chair of the Advisory Committee, with special involvement in public safety issues and Selectman Liaison to the Council on Aging; and

WHEREAS, this caring and concerned citizen, noted business person, World War II U.S. Navy veteran, community leader, and dedicated husband and father, was by nature and grace, a man of unexcelled character and uncompromising integrity, committed to his country, neighbors and his family; and

WHEREAS, his passing removes from our midst one who was held in the highest regard by, not only the citizens of the Town, but by those in the public service as well; and

WHEREAS, he was a gentleman of high ideals, genial humor, sympathy and compassion, who, by example, taught the lesson of fidelity to duty and loved ones; and

WHEREAS, an outstanding citizen of sterling character, sincerity of purpose and considerable accomplishment has passed from our midst, and in the desire to record our appreciation for his substantial contributions to the community;

BE IT THEREFORE RESOLVED, that we, the undersigned members of the Board of Selectmen, on behalf of the citizens of Brookline, extend our heartfelt sympathy to the family of the late Luster T. Delany and let them know that he will be sorely missed by all.

CONCLUSION

The Board of Selectmen marked a transition within its own membership with the election on May 2, 2000. Selectman Donald C. Weitzman completed his three-year term on the Board.

Selectman Weitzman was directly involved in many matters while on the Board, particularly those having to do with environmental considerations. He was especially committed to

citizen participation and community involvement in government affairs. He was replaced by Selectmen Robert Allen who was welcomed to his first Board meeting on May 9, 2000. The Selectmen also welcomed former School Committee member Frank Smizik to his new seat as State Representative for the 15th Norfolk District as a result of the election of November 7, 2000



Former Selectmen Don Weitzman

The Board of Selectmen is deeply grateful for the efforts of all the citizens, Boards and Commissions, Department Heads, and employees who make serving this community so rewarding. We particularly acknowledge the work of the Town Administrator and the staff of the Selectmen's Office. The demands upon them are unending, but they consistently respond with calm professionalism.

Sometimes the year 2000 took us out of the usual realm of municipal responsibility. West Nile Virus, repeated power outages, and telecommunications failures sometimes prompted the observation that events seemed to be of a place other than Brookline. But with each aberration, the Board of Selectmen and the Town quickly returned to the core, long-term commitments define our municipal mission. Our sincere expectation is that the strategic efforts undertaken in 2000 will serve this community favorably for many years to come.

TOWN ADMINISTRATOR

“Veteran Finds and Angel at Town Hall” - This caption was the headline of the Brookline TAB for its lead story in the final edition of the year 2000. It introduced a heart-touching report about a homeless Korean War veteran who had just received an emergency placement in the Ruth Cowin House. The Ruth Cowin House, which provides eight permanent single room occupancy units for homeless elderly, was dedicated in February, 2000. The conversion of this former privately-owned rooming house at 1027 Beacon Street was the result of a collaborative effort by the Committee to End Elder Homelessness, the Brookline Affordable Housing Trust Fund, and the non-profit Brookline Improvement Coalition.

The “Angel” in the headline is a metaphor for the town staff who came to the aid of the homeless veteran, expediting the arrangements for his housing. The Town Director of Veterans Service Richard Bargfrede and his Assistant Maureen Carter, along with Health Department Coordinator Gerry Trombley, acted extremely quickly and

skillfully to secure a housing solution for the homeless veteran.

The work of Dick, Maureen, and Gerry is like that performed every day, across all departments, by Town employees whose efforts seldom make headlines. The men and women who serve the citizens of Brookline safely guide children to school, keep thoroughfares passable in adverse weather, enforce codes that protect living conditions, care for the elderly, manage invisible networks of hundreds of miles of pipe and wiring systems essential for daily survival, and perform an exhaustive list of other duties necessary for the quality of life for which Brookline is so widely noted.

Given the central role of Town staff in the delivery of vital services, it is no surprise that human resources dominated the Town's management agenda for 2000. The year saw an array of personnel initiatives that will likely influence the Town's efforts in this crucial area for years to come.



Town Administrator and Departments Heads

HUMAN RESOURCES

Last year, when the Town's Personnel Director of 33 years, Gerry Hayes, announced his intention to retire, it came on the heels of the departure the year before by the long-term Chairman of the Personnel Board Jim Cockfield. The Personnel Board transition had already triggered the commencement of a formal study of the role of that Board in labor relations. Gerry Hayes' retirement announcement extended the Personnel assessment into a broader evaluation of the Town's human resources operations.

Study of the Role of the Personnel Board - The MMA Consulting Group, a private management assistance firm, predominately engaged in Massachusetts local government, was retained by the Town to review how it should conduct its labor relations functions in general and its collective bargaining functions in particular. This Study analyzed the respective roles of the Board of Selectmen, Personnel Board, and Town Administrator in comparison to other municipalities and made several specific recommendations:

1. The personnel Board should continue to operate with a clearly defined role. A primary role of the Personnel Board should be to develop the vision for the future of the human resources function of the Town.
2. Collective bargaining should be the responsibility of a negotiating team composed of Labor Counsel, the Personnel Director, and the appropriate department heads, with Town
3. Administrator oversight.
4. Clearly define the relationship between the Board of Selectmen and the Town Administrator for collective bargaining purposes.
5. The Personnel Board should continue to act as Step No. 2 in the Grievance Process for union as well as by-law processes.
6. The Personnel Board should continue to be responsible for review of classifications and reclassification requests.
7. Review the Personnel By-Law.

8. Examine the future role and functions of the Personnel Department. Consider renaming the department, the "Human Resources Office."

The report was presented to the Selectmen in August, 2000 with the recommendation from the Town Administrator that all seven points be favorably received. In a joint meeting with the Personnel Board, the Selectmen concurred with all seven recommendations.

Human Resources By-Law - Responding to the sweeping changes recommended in the consultant study and embracing the specific recommendations to revise the Personnel By-Law and to also rename the Personnel Office "Human Resources Office", a working group was convened to construct a new Human Resources By-law. The group consisted of the Town Administrator, Selectman Deborah Goldberg, Personnel Board members Frances Shedd Fisher and Kenneth Kurnos, Advisory Committee member Sergio Modigliani, and Personnel Director Gerard Hayes. This group drafted a by-law, which incorporated the long-term outlook for human resource operations as reflected in the Study.

Proposed as By-Law sections 3.15.1 through 3.15.11, the new language accomplishes the following:

- ?? Formally codifies the establishment of a Human Resources Department, but continues it as a division of the Selectmen's Office, as was the case historically for the Personnel Office.
- ?? Re-constitutes the Personnel Board into the Human Resources Board.
- ?? Vests in the Human Resources Board the authority to adjudicate grievances arising out of labor agreements or the by-law; review and approve classification and pay grades; report to the Selectmen periodically and advise the Selectmen on Human Resource policies.
- ?? Defines the grievance procedure.
- ?? Outlines the process for administering a Position Classification and Pay Plan.

?? Officially extends application of the By-Law to library employees.

The Personnel By-Law was originally adopted in 1947. The text itself had remained substantially unchanged until replaced by the Human Resources By-Law approved by Town Meeting in November, 2000. Together, the new By-Law and Study formally affirm the recently evolving practice to carry out town collective bargaining through a Town negotiating team rather than a citizen board. In recent years, the Town has increasingly utilized the services of outside labor counsel to function as spokesperson in contract negotiations. In the future, the collective bargaining team will be comprised of the Human Resources Director, labor counsel, and the principal department head whose employees are subject to the negotiations. As stated in the study "(t)he Town Administrator should not participate directly (at the table) in the bargaining process.... The Town Administrator should be responsible for imparting and insuring that major town policies are achieved in the bargaining process as well as ensuring that the bargaining agents clearly understand the policy objectives. The Town Administrator may participate at specific times, when negotiations are at a critical stage."

"Fast Track" Labor Contract Negotiations - All Town labor agreements expired in June, 2000. In light of both the potential organizational changes emanating from the Study and revamped By-Law, and in anticipation of the retirement of the Personnel Director, I recommended that the Selectmen consider a "fast track" approach to contract negotiations. In addition, coming off a contentious round of bargaining with police and fire unions that had concluded only a few months earlier, the "fast track" concept seemed particularly appropriate.

The Board of Selectmen adopted the "fast track" concept and each of the unions was approached with the notion. They all expressed openness to the idea in response to initial overtures.

At the core of the "fast track" approach were economic terms intended to demonstrate the Town's commitment to settle quickly. The basic package was to offer 3% wage adjustments for each of two years without demanding management concessions or the unions seeking

costly increases in peripherals (benefits, work rules, etc.)

The Police Association settled first, in March, 2000. The settlement included several cost neutral language items. The most significant language change had to do with the method by which officers are scheduled for night shifts. The antiquated "first-half/last-half" system was replaced by what is called the straight shift method. Negotiated to begin November, 2000, the straight shift method eliminates the practice of having officers work 3:30 p.m. - 11:30 p.m. one night, then 11:30 p.m. - 7:30 a.m. the next, then 3:30 p.m. - 11:30 p.m. again, creating the potentially fatiguing "short day" in which an officer comes off duty in the morning and returns to work in mid-afternoon.

Negotiations with the Firefighters and AFSCME concluded in April and May, respectively. The Town and IAFF Local 950 agreed to collaborate in a study of Town EMS operations, including the exploration of the possibility of fire-based EMS services. The study would entail the utilization of an experienced EMS consultant, the cost of which would be borne exclusively by the Town. The study got underway in October with the formulation of an Ambulance Study Task Force and the publication of an RFP for consultant services in November. The AFSCME settlement entailed an additional fringe benefit of \$100 per person, beyond the 3% wage adjustment. The AFSCME agreement, however, ultimately turned out to be the most straightforward to implement.

The "fast track" approach enabled the Town and the municipal unions to have successor contracts in place prior to the expiration of current agreements on June 30, 2000. This was the first time in at least a decade that new contracts were negotiated prior to the conclusion of the expiring agreements. In addition, the School Committee settled a three-year contract with the BEA prior to the end of the 1999-2000 school year.

Pay Plan Updates - The Town's Pay and Classification Plan for Department Heads and Senior Managers was adopted by the Board of Selectmen in June, 1996. The purpose of a formal Management Pay Plan is to provide a systematic procedure of establishing equitable job groupings

and equitable pay levels for the Town's management team.

In June of 2000, I recommended to the Selectmen that the management salary schedule be reviewed "because the Management Pay Plan was developed on data assembled (more than four years earlier) in early 1996 and also because an increasing number of Department Heads are approaching the maximum steps." The Selectmen concurred and the MMA Consulting Group, the consultant for the original 1996 study, was retained to perform the update. In addition, an Advisory Committee to the Town Administrator, comprised of senior Department Heads, was established to guide the process. The Committee members were: DPW Commissioner A. Thomas DeMaio, Comptroller Judy Haupin, Recreation Director Robert Lynch, Library Director Chuck Flaherty, and Personnel Director Gerard Hayes.

In January, 2001, I submitted the results of the study to the Selectmen, who approved the recommendations that included:

?? Extending the Salary Range from 10 steps to 12 steps. The Study found that, while the minimum pay rates compared quite favorable with those of other jurisdictions, the maximum rates did not compare as well. The study indicated that adding two steps would address the limitation in the current schedule. The estimated additional FY02 cost for this change is \$8,125.

?? The study also recommended upgrades for the positions of Recreation Director and Veterans Director/Sealer of Weights and Measures. The estimated additional cost is \$9,400 for FY02.

?? I also recommended that a "transition grade" be established for the Assistant Town Counsel and that the Assistant Town Administrator receive an additional step increase. The total FY02 cost of these changes is \$3,050.

For FY02 the Management Pay and Classification Plan is organized as follows:

		MIN	MAX
M10	Town Administrator	\$111,831	\$131,731
M9	Police Chief	\$ 98,697	\$115,553

Fire Chief
Commissioner of Public Works

M8	Town Counsel Deputy Town Administrator Director of Finance/ Treasurer/Collector	\$ 91,697	\$107,994
M7	Building Commissioner Deputy DPW Commissioner Director of Planning & Community Development	\$ 84,888	\$ 99,994
M6	Library Director Personnel Director Director of Engineering & Transportation Director of Health & Human Services	\$ 78,600	\$ 92,587
M5	Director of Highway & Sanitation Information Technology Director Chief Assessor Comptroller Director of Recreation	\$ 72,778	\$ 85,729
M4	Director of Council on Aging Director of Public Buildings Director of Parks & Open Space Director of Human Relations/ Youth Resources Town Clerk Associate Town Counsel Town Engineer	\$ 66,769	\$ 78,650
M3	Asst. Director of Planning & Community Development Assistant Town Counsel	\$ 60,699	\$ 71,500
M2	Assistant Town Administrator Director of Veterans Services	\$ 55,181	\$ 65,000
M1	No Positions Assigned	\$ 50,164	\$ 59,091

In addition, 2000 saw the initiation of a town-wide review of all unionized clerical and administrative support positions. This is the first comprehensive study of its type conducted by the Town. Over 28 classifications are included in this review and will be conducted by the MMA Consulting Group.

The review of non-exempt clerical positions entails the completion of position questionnaires by all incumbents, interviews of approximately 72 employees from all potential classifications, and the development of job descriptions for each position studied. The project is expected to be completed by mid-2001 and implemented during FY2002.

Workplace Guidelines - Once a year, the Town Administrator mails to the residence of each employee a copy of the Town's Sexual Harassment Policy, which is briefly outlined below. This year, for the first time, the newly adopted Information Technology Resource Policy was also included in the mailing to each employee's household. An informational brochure describing the Employee Assistance Program, begun in 1999, was similarly disseminated.

The importance of workplace policies was reinforced during the past year when an unusually high number of MCAD claims were filed involving the Town. Fortunately, virtually all the cases have been resolved favorably for the Town or settled to the satisfaction of all parties. The remaining cases either do not involve current employees at all (e.g. a resident has claimed discrimination for a gun permit denial) or laws that have nothing to do with Brookline (the state statute mandating police retirement at age 65).

Nevertheless, to ensure that workplace conflict is not escalating within Town departments, the Board of Selectmen authorized the Town Administrator to retain a consultant to conduct an assessment of conditions within the Department of Public Works. DPW was designated because it is the Town's largest department and because a former minority employee had filed a workplace harassment claim, which MCAD ultimately found lacking probable cause.

Dr. Wilburt McClure, who had successfully conducted in-service training for Brookline police officers, was retained to perform the assessment. He was asked to ascertain employee perception about their work environment, race relations, and procedures for addressing workplace conflict. His principal approach was to conduct in-person and in-depth interviews with a cross section of employees.

Dr. McClure "found the state of race relations in DPW to be as reasonably harmonious as can be realistically expected in a diverse, blue collar, predominantly male work environment. Only two of the 16 employees interviewed said that they had ever observed in their careers what they could consider to be racial discrimination among employees and supervisors." He also found DPW senior management to be "well attuned" to the

importance of race relations in a contemporary work environment.

However, Dr. McLure did stress that there is an immediate and serious need to disseminate policies concerning workplace discrimination and to train labor and management alike on procedures to identify and report what could be perceived as a hostile work environment. Accordingly, the FY2002 Financial Plan includes recommendations for appropriating funds to accomplish these objectives.

The Sexual Harassment Policy was adopted in 1993. It was the product of the efforts of a committee involving the Human Relations Commission, Personnel Director, Town Counsel, Board of Selectmen, and others. It has four general aims: (1) to educate employees of the Town on employees' right to non-harassment and respect; (2) to educate employees of the Town as to what might constitute sexual harassment so they will avoid such behavior; (3) to empower victims of sexual harassment to seek immediate relief at the lowest possible level, i.e., by communication with the offender followed, as necessary, by use of a complaint procedure; and (4) to hold responsible those who engage in sexual harassment.

The Sexual Harassment Policy was reviewed this past year to ensure that it continued to meet contemporary legal requirements and workplace conditions. The review was led by Liz Valerio, Labor Counsel from the firm of Deutsch, Williams, DeRensis, Holland and Drachman.

As noted previously, the Sexual Harassment Policy is mailed each year to employee residences. This household mailing has been confirmed to be a very effective means of bringing the policy to the attention of employees. In addition to distributing copies to all employees yearly, new employees receive an initial orientation on the Policy.

Information Technology Resources Policy - Because of the increasing frequency of news reports of inappropriate use of technology in the workplace, a Town Policy on this subject was formally adopted by the Selectmen. The Policy was drafted by the Office of Town Counsel in close collaboration with both the School and Town

administrations. The unions were also provided the opportunity review and comment upon the Policy while still in draft form.

The final Policy identifies the kinds of technology covered, user responsibilities, and acceptable uses. In addition, it delineates nine prohibited uses:

1. Sending, receiving, downloading, displaying, forwarding, printing, or otherwise disseminating material that is profane, obscene, harassing, fraudulent, offensive, or defamatory other than for legitimate work related matters;
2. Disseminating or storing destructive programs (viruses or self-replicating codes) or other unauthorized material;
3. Wasteful use of the Town's Information Resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, printing multiple copies of documents, or otherwise creating unnecessary network traffic. For the purposes of this section "excessive amounts of time is time that interferes with the User's official duties and responsibilities";
4. Using or copying software in violation of a license agreement or copyright;
5. Infringing on intellectual property rights;
6. Intercepting communications intended for other persons, except for the limited purpose(s) set forth in Section VIII, below;
7. Gaining or attempting to gain unauthorized access to any computer or network;
8. Violating any international, federal, state, or local law; and
9. Conducting a private business.

The Policy also provides guidance on Data Confidentiality; E-Mail and the Public Records Law; E-Mail Etiquette; and Privacy. At the outset, the Policy defines any and all Users of Town

Technology as subject to its terms and concludes by specifying the range of disciplinary actions that could be taken for violations.

FISCAL POLICES

Due to the expiration of labor contracts and the reorganization of personnel functions, human resource matters dominated our agenda in 2000. But, as is the case every year, fiscal policies once again provided the framework for our efforts. Brookline is one of just 11 communities in Massachusetts that has the prestigious Aaa credit rating, the highest possible. Among other factors contributing to this rating, Moody's Rating Services has cited the Town's "sound financial operations"; "well developed capital improvement plan"; and commitment to "previously dormant stabilization funds". Moody's findings are linked directly to Town Fiscal and Budgetary policies.

Implemented in the aftermath of the Financial Improvement Program adopted by the Board of Selectmen in 1994, the standing fiscal policies continue to guide us strategically. In 2000, application of the policies required some adaptation to changing circumstances, but their fundamental intent has been retained.

- ?? Long-range financial projections
- ?? Retention of increased reserves
- ?? CIP Financing policies
- ?? Town/School Partnership Agreement
- ?? Collective Bargaining settlements within ability to pay
- ?? Position freeze on total number of Town employees
- ?? Directives re: use of Free Cash
- ?? Override requirements of 1994

Long-Range Financial Projections - The annual Long-Range Financial Forecast was presented to the Selectmen in November, 2000. It presented the prospect of a balanced FY2002 budget, the earliest projection of a balanced budget in at least a decade.

Data from the annual financial closing effective June 30, 2000 indicated that the Town would experience a relatively high level of free cash. (It was finally certified by the state Department of

Revenue on January 24, 2001, at \$12,157,308.) This higher certification resulted primarily from the positive experience with Local Receipts. Rather than impulsively set straight-line increases in Local Receipts for future fiscal years, a careful analysis was undertaken to determine what level of Local Receipts would be sustainable, particularly in the event of an economic downturn.

Reserve Policies - A review of the Town's Reserve Fund policies was also conducted in 2000. The review identified areas of possible adjustment. The FY 2002 Financial Plan eventually included changes to the appropriated reserves, non-appropriated reserves, Capital Stabilization Fund, Catastrophe and Liability Fund, and Retiree Group Health Insurance Trust.

?? **Appropriated Budget Reserve** – In order to strengthen the ability of the Board of Selectmen and Advisory Committee to quickly resolve financial problems, while maintaining speed and flexibility in the community's crisis management protocol, this reserve is funded at the full amount (.75% of prior year net revenue).

?? **Non-Appropriated Budget Reserve** – In review of the past experience in using this reserve, a reduction in the annual set aside from 0.75% to 0.5% was included in the FY02 Financial Plan.

?? **Capital Stabilization Fund** – The purpose of the fund is to provide revenue for capital improvements if Free Cash were to fall below \$2 million in any year. The previous policy called for a level of funding equal to one percent of the replacement value of municipal buildings and content. The purpose of the fund is to provide revenue for capital improvements if Free Cash were to fall below \$2 million in any year. The Town has now updated the value of its municipal buildings and contents at the present value of \$315 million. Due to high investment yield, the fund currently has assets of more than \$3.4 million. An adjustment to the policy, allowing the fund value to rise above the previously established ceiling, and provide at least four years of reserve, was proposed in the FY02 Financial Plan.

?? **Catastrophe and Liability Fund** – The purpose of this fund is to protect the community against major facility disaster or from a substantial negative financial impact of a lawsuit. The funding level goal is one percent of the previous year net revenue. Currently, the fund is at 60% of the funding goal. The FY 02 Financial Plan calls for the savings from the previously discussed non-appropriated reserve being diverted to this fund. It is anticipated that in adopting this strategy, supplemented by Free Cash, the Town can meet its funding goal this year.

?? **Retiree Group Health Insurance Trust** – According to a 1998 actuarial study, the Town has an un-funded post-retirement benefit obligation estimated at \$94 million. In order to begin to address this issue, the Town adopted a strategy within the FY 00 Financial Plan to divert savings from Non-contributory Retirement to this fund. Un-matched health insurance appropriations were also diverted to the fund at the end of the fiscal year. In order to continue the progress made in this area, several options have been pursued. We proceeded with the transfer of funds from the prior Master Medical Trust Fund to the Retiree Group Health Trust Fund. When annual experience allows, unmatched funds will continue to be transferred into the fund. Finally, it is proposed that once both the Capital Stabilization Fund and Catastrophe and Liability Fund meet Town funding goals, savings from the non-appropriated reserve be diverted to this fund.

Debt Management Plan Adjustments – The Town policy regarding capital financing is appropriate for a community of the size and needs of the Town of Brookline. Each year, 5.5% of prior year net revenue is dedicated to the improvement of capital and infrastructure. The guideline calls for 4.25% to be derived from debt financing and 1.25% from tax financed sources. In recent years, a growing number of capital projects have received approval for debt financing. In the next few years, projects such as the Baker School, Public Safety Building, Library, landfill closure/park development, and the Lawrence School will all add to the Town's current debt levels. The effect of this rapid build up of debt is the concurrent reduction in the tax-financed portion of the capital funding plan

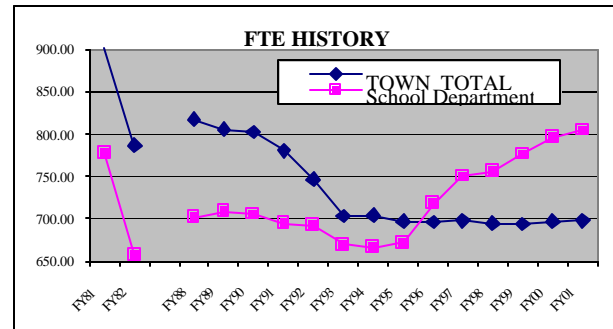
in order to remain within the 5.5% funding cap. Expansion beyond this funding level can lead to a transfer of allocations from direct services to debt service. This places a great deal of pressure on the Town's ability to continue to provide services at appropriate levels. In order to keep within the Capital Finance Guidelines and to position the community in the event of a downturn in the economy, it was determined to recommend the use of the high level of Free Cash to pay for smaller projects that had previously been scheduled for future year debt financing. In eliminating the debt service associated with these projects, and lowering the debt term of the remaining debt financed projects, the Town will be able to re-balance its Debt Management Plan to meet future capital needs, while maintaining the capital financing policies.

Town/School Partnership Agreement – Crucial to our annual financial planning is the Town/School Partnership Agreement, signed by the Superintendent and Town Administrator and approved by both the Board of Selectmen and School Committee in 1995. Perhaps unique in Massachusetts's local government, the Partnership Agreement affirms the primacy of education in the annual budget process. The Agreement establishes the objective of committing planned levels of operating revenues for education regardless of the extent of other demands. The Partnership Agreement commits to education 50% of virtually all revenue that is not dedicated to fixed costs, with the remainder then allocated to other Town operating priorities. Through the application of this policy and occasional adaptation, Town and School operating budgets increased 4.6% to 5.3% on average, respectively, between FY98 and FY01.

Collective Bargaining Guidelines - The "fast track" approach to collective bargaining in 2000 is described earlier in this report. Collective bargaining agreements for all town unions will expire in June, 2002. Those for school units will expire a year later. As in the past, future settlements must take into account not only the cost of living indices, settlement patterns from other communities, but also the Town's financial position.

No Net Increase in Town Positions - Several years ago, the Selectmen adopted a position

freeze policy on the number of Town personnel. This policy established a cap on the total number of Town (non-school) personnel. The purpose of this policy is to ensure that Town staffing corresponds to the Proposition 2 ½ cap on town revenue so that, even in favorable economic periods, staffing is not increased to unsustainable levels. This policy was again followed during the past year.



Free Cash - The Board's policy regarding Free Cash (that portion of undesignated fund balance certified as available for appropriation by the State Department of Revenue) requires that after setting aside free cash in the amount of 0.75% of prior year net revenue as part of budget/strategic reserve funds, free cash will be used exclusively to fund capital or other one-time projects. Free cash was certified by DOR at \$12,157,308 for the fiscal year June 30, 2000.

ANNUAL FREE CASH				
Certified by the State Department of Revenue (in thousands)				
FY88	FY89	FY90	FY91	
1,581.7	99.8	3,024.6	(2,571.5)	
FY92	FY93	FY94	FY95	
(2,378.8)	(87.8)	1,500.3	3,078.6	
FY96	FY97	FY98	FY99	FY00
3,897.0	4,412.9	7,506.5	5,783.4	12,157.3

Override Requirements of 1994 - The FY02 Financial Plan once again preserved the 1994 override allocations in the budget base. In the Town budget, funding in the amount of \$1 million for capital equipment and \$200,000 for building maintenance are earmarked once again. Likewise, in the School budget, the override funding of \$1.3

million is earmarked for the intended purpose of staffing, technology, supplies, and building maintenance.

LONG RANGE FINANCIAL PROJECTIONS

A strategically important exercise preceding the development of the Financial Plan each year is the preparation of the Long-Range Financial Projection, shown on pg. 44. The FY02-06 Projection indicates that the Town faces a lower (than previous forecasts) but escalating deficit position in FY03 and beyond. Collective bargaining costs, the continued commitment to capital improvements, and limitations on local aid, coupled with the restrictions of Proposition 2 ½, create a structural shortfall that grows to \$1.8 million in FY06.

With a view towards an uncertain future, our Financial Plan's underlying strategy is to build budgets based upon sustainable revenue and reasonable expenditure assumptions. New discretionary programs can be added as greater efficiencies in existing portions of the budget are achieved. Remaining discretionary funds are allocated to non-recurring cost items such as capital equipment, supplies, and building repairs. Reserves are maintained at recommended levels. This results in no significant impact to the overall budget base. Some of the trends and assumptions upon which the projections are based are:

Revenues

Overall, revenue increases (exclusive of Free Cash) are expected to range between \$5.3 and \$5.4 million, or approximately 3.4%. Excluding water and sewer enterprise revenues and tax/reimbursements related to debt exclusions, revenue will increase by approximately \$5 million or 3.3%.

The **Tax Levy** is projected to increase an average of 3.4% per year. In addition to the standard 2.5% increased allowed under Proposition 2 ½, new growth in the tax levy resulting from building construction and condominium conversions is increased an average of \$1 million per year. An amount equal to debt service overrides less any School Building Assistance aid is also included in the calculation.

Local Receipts, exclusive of water and sewer revenues, are expected to increase by \$1 million, or 7% for FY 2002, and approximately \$200,000, or 1.4% per year thereafter. Water and sewer revenue increases by 4% to 5% each year and is driven primarily by the MWRA Assessment.

State Aid, exclusive of School Building Assistance, is expected to increase by \$50 per student in Chapter 70 funds, or \$300,000 per year, starting in FY03. The Police Career Incentive reimbursement is expected to increase based upon a formula of 50% of the previous year costs. SBAP is expected to increase in FY03 for reimbursement for the Baker School project and again in FY05 in anticipated reimbursement for the Lawrence School project. All other State Aid categories are level funded throughout the term of the forecast.

Free Cash, after deducting amounts for non-appropriated and strategic reserves, is used exclusively for the Capital Improvement Program. It is expected that \$11.5 million would be available for FY 02, gradually declining to an amount of \$2 million in FY 06.

Other Available Funds, which included one-time Ryder Cup and Overlay Surplus funds in FY 01, are expected to remain level throughout the term of this forecast.

Expenses

The cost of **Municipal Services** is projected to increase by \$9.7 million from FY 02 through FY 07, an average of \$1.94 million per year. Of the total increase, \$7 million is attributable to the cost of collective bargaining and steps. The balance of the increase, or \$540,000 per year, is for all other fixed cost increases such as energy, refuse disposal, capital outlays, etc.

The cost of **School Services** is projected to increase by \$10.7 million from FY 02 through FY06, or an average of \$2.2 million per year. Collective bargaining and steps account for \$7.3 million of the total. The balance of the increase, or \$800,000 per year, is for Special Education Tuition, transportation, and education supply.

Water and Sewer service costs are expected to increase by \$4.3 million, or 23%, from FY02

through FY06. The MWRA assessment increase accounts for nearly all of this increase. Year to year increases average approximately 4%.

Personnel Benefits, which include group health and life, pensions, Medicare, workers compensation, and unemployment compensation, are expected to increase by approximately 6.2% per year.

Debt Service figures assume full implementation of the FY 02-FY07 CIP which includes the Public Safety Building, Main Library, Baker School, Landfill Closure, Lawrence School, Town Hall building improvements, and Health Department building improvements. The debt service amounts comply with the Board's CIP financing policies that require 4% to 5% of net revenues to be allocated for this purpose. Both Water/Sewer and Golf Debt are included in enterprise revenues paid to the Town in the form of overhead charges.

The Revenue Financed CIP policy faces tremendous pressure in the next few years. This policy establishes a guideline of 1.25% revenue financed and 4.25% debt financed capital funding each year. Debt service levels are predicted to be greater than the 4.25% goal in each of the next five years. When debt service rises above the 4.25% debt guideline, fewer funds are available from the revenue-financed category.

Non-appropriated Expenses include State and County assessments, Cherry Sheet offset items, tax abatement overlay reserves, and court judgements. The two largest expenses are the MBTA assessment and the tax abatement overlay reserve. State and County assessments are expected to decline in each of the next five years by approximately \$160,000 per year because of a reduction in the MBTA assessment. Due to declining requests for tax abatements, the tax abatement overlay reserve will be tied to an amount equal to 2% of the annual levy.

FINANCIAL TREND MONITORING REPORT

In 2000, the Town conducted its second extensive analysis of its own financial trends and how they compare to the state median, to nine other Aaa-rated municipalities, and to a reference group (RG) of "similar" communities. We believe that

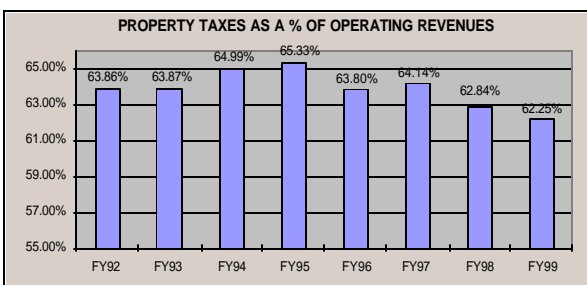
Brookline continues to be the only town in the Commonwealth to publish such a document. The Financial Trend Monitoring Report (FTMR) was developed by Assistant Town Administrator Sean Cronin with input from Director of Finance Harvey Beth.

The FTMR is another powerful instrument in the Town's financial toolkit. Section A allows the Town to answer questions such as "To what extent have property taxes increased in other Aaa-rated communities? Section B is a Brookline-specific trend analysis of widely used financial variables modeled after the ICMA's "Evaluating Financial Condition: A Handbook for Local Government". By making this data available in one document to residents, community groups, municipal decision makers, union leadership, and interested taxpayers, all stakeholders in the Town can gain a better understanding of what the government of Brookline is doing for its citizens (i.e., level of service commitment), as well as what it is taking from its citizens (i.e. taxes) in order to provide services at current levels.

Aaa-RATED MUNICIPALITY	FY99 PROP. TAX	FY99 PROP TAX PER CAP	STATE RANK
Weston	28,663,108	2,691.12	8
Wayland	27,848,462	2,256.22	16
Lexington	58,929,377	1,991.26	26
Concord	32,177,638	1,800.95	37
Newton	144,105,992	1,793.59	38
Brookline	92,203,063	1,710.28	42
Cambridge	159,000,006	1,703.23	43
Winchester	34,624,240	1,702.36	44
Wellesley	44,026,162	1,643.44	51
Belmont	36,470,620	1,525.52	70
Aaa-Rated Median	40,248,391	1,751.94	
Comparison RG Median	52,560,657	1,448.71	
State Median	9,549,358	1,084.56	

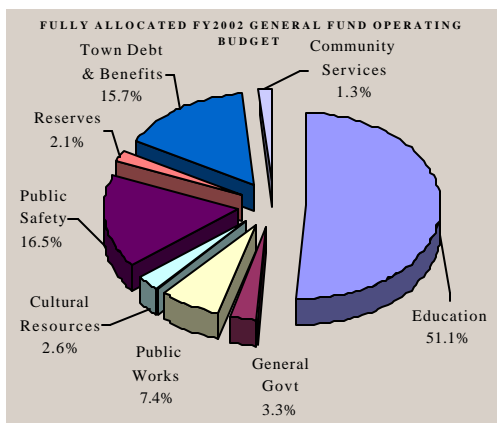
Revenue - Brookline, as well as the nine other Aaa-rated communities, is a "high-revenue" municipality, based on the fact that it falls in the upper tier of revenue per capita. The Town ranks 45th of all the 351 cities and towns in this category. The property tax levy, which is the largest source of revenue for the Town, ranks 42nd on a per capita basis. Property tax per capita is also ranked 6th among the 10 Aaa-rated municipalities, as shown above.

Property taxes comprise almost two-thirds of all revenue for Brookline. Between FY92 and FY99, property tax as a percent of total revenue has decreased 4.2% due to sizable increases in State Aid and Free Cash. With State Aid and Free Cash comprising a larger portion of the revenue pie, the percentage property taxes comprise decrease.



An important observation is the composition of property tax revenue (i.e., residential versus commercial), in terms of both percent of the overall tax levy and percent of the municipality's assessed value. Brookline is very dependent upon its residential second for property tax generation, as 81% of the levy is from residential property, meaning that only 19% of the levy is from commercial property. As a percent of the Town's assessed value, residential comprises 89%, meaning that without the shift to commercial allowed by state law, owners of residential property would be paying more in property taxes. This is in contrast to a community like Cambridge, where only 35% of the tax levy is residential.

Overlapping this trend of reliance on property taxes is the contraction of local aid as a percent of town revenue. Between FY88 and FY99, local aid

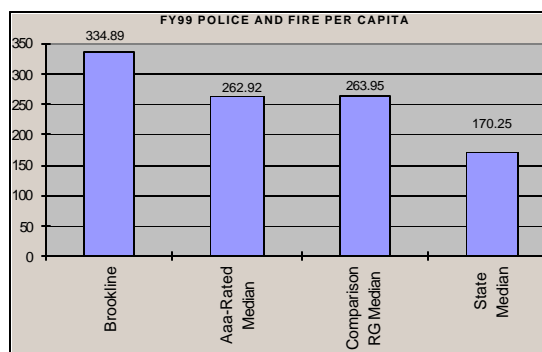


as a percent of total revenue dropped from almost 16% to just 9.5%. No other revenue source had such a precipitous fall.

Spending - Just as Brookline is a "high revenue" municipality, it also falls in the upper tier of spending per capita, as do the other Aaa-rated communities. Based on FY99 figures, Brookline had the 38th highest spending per capita in the State at \$2,340.

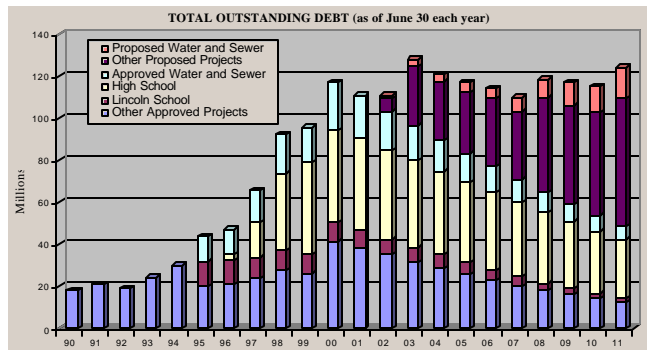
The majority of this spending goes toward providing the level of service the citizens demand in two primary areas: public safety and education. The FY02 Financial Plan includes a new pie chart (shown above) that shows the fully-allocated general fund budget when all education related costs are allocated to the school budget. The result is that 51.1% of all revenues are dedicated to education, a fact the community is proud of.

According to the Department of Education FY00 "Chapter 70 Profile" figures, Brookline ranks 9th in the State in per capita education expenditures at \$9,554. After education, public safety is the largest piece of the expenditure pie, comprising over 16% of all spending. The fact that Brookline ranked 18th in the State for combined police and fire expenditures in FY99 speaks to the commitment the Town has to emergency services. The residents of the Town demand a safe place to reside, work, and socialize and the Town makes sure that the proper resources to fulfill the desire are provided.



A trend in spending that requires on-going attention is the increasing amount of debt service that is required each year. A direct result of the Town's strong commitment to its CIP and desire to reduce the backlog of capital projects, debt service continues to comprise a larger share of spending. As the level of debt rises, as it is forecasted to do

(as seen in the graph below), debt service will also increase.



While high levels of outstanding debt could raise concerns for rating agencies, the fiscal policies adopted by the Board of Selectmen, including the CIP Guidelines, have avoided any downgrading of the Town's credit rating.

TECHNOLOGY

Information technology continues to play a role of ever-growing importance, as virtually every department in town government relies heavily on the hardware and software that make performing their departmental mission possible. A few examples of municipal dependence on technology include:

?? DPW – efforts are well underway to create a meter reader system that is done electronically at Town Hall. This will dramatically change a major operation of the Water and Sewer Division.

?? Police – modern police departments are extremely dependent upon technology, as evidenced by the existence of laptops in all cruisers, a digital mugshot and fingerprint system, and automatic vehicle locators (AVLs).

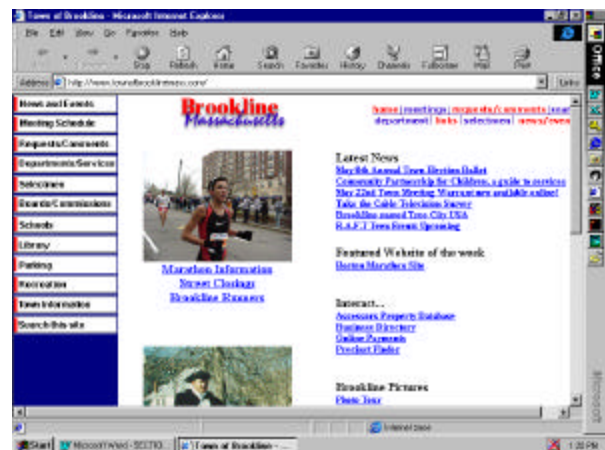
?? Combined Dispatch – a new combined dispatch system is in the process of being implemented. Through the use of technology such as computer aided dispatch, the public will be better served, as the command and control of police, fire, and EMS personnel will be conducted more effectively.

?? Building Department – the provision of building permits is now operated more efficiently, as the new PermitsPlus system has streamlined the Building Department's permitting process.

?? Health Department – PermitsPlus also allows the Health Department to better track and respond to complaints and code violations.

?? Planning and Community Development – the Department is very reliant upon the Town's GIS system for, among numerous applications, the notification of abutters.

In previous years, significant resources were allocated for equipment upgrades, training, enhancement of existing programs, and implementation of new systems. Emphasis on IT was continued in 2000 in order to equip a local government for the 21st Century.



Town's Website

www.townofbrooklinemass.com - It has been a goal of the Town Administrator to take steps to begin to eliminate the so-called "Performance Deficit" between the public and private sectors. Information technology in general, and the Internet specifically, is the main vehicle that will help the Town close the gap. It is only a matter of time before taxpayers demand the same 24 hour / 7 day a week accessibility to its government that they currently are accustomed to in many other aspects of their life, including banking, shopping, and travel planning.

As reported in last year's Annual Report, the Town unveiled its revamped website in December of 1999, a major part of these gap-closing efforts. The comprehensive site includes a master calendar, the ability to submit requests/comments directly to relevant departments, transactional capacity to download town business forms, and volumes of information about the Town and its departments. These enhancements drew many more visitors to the site during 2000, as the more than doubling of "hits" shows: the number of visitors increased from an average of 150 visits per day to over 300. Further analysis shows that roughly 120 new visitors come to the site daily.

The website continued to grow, doubling in size to 700 pages. New features were added, including the Town's first e-commerce initiatives: on-line payment capabilities for water and sewer bills and electrical permits. E-commerce is a major emphasis of the Town with plans for expanding on-line payments to property taxes, motor vehicle excise bills, refuse bills, and recreation programs. This is clearly one area that will bring government closer to its customers and help shape the future operation and organization of this municipality.



Town Administrator, Selectmen, and Webmaster at the Town Hall Kiosk

Information Kiosk - In January, 2001, the Town introduced its new Information Kiosk to visitors of Town Hall. Located in the lobby of Town Hall, the Kiosk provides visitors with a means of viewing the Town's website and an index of services provided, as well as a listing of phone numbers and a telephone for calling departments or employees. The Kiosk is intended to assist in directing guests how to access desired services in Town Hall and other Town facilities. A printer on the Kiosk

enables visitors to print anything from the website, including forms, maps, and meeting times.

PermitsPlus - The Town's new permitting system completed its first full year in operation in 2000. PermitsPlus was successfully implemented in the Building Department, Health Department, and Selectmen's Office, allowing those departments to streamline their permitting process, better track complaints/violations, and enhance reporting functionality. Current plans call for implementing the Inspection and Scheduling modules for the Building and Health Departments, which will result in a more efficient inspection scheduling system. Plans also include putting the Planning and Community Development Department and the Town Clerk's Office onto the system, allowing the Board of Appeals process to be integrated into the system.

Telecommunications - Pursuant to a contract change last year, the Town moved the bulk of its phone service from Verizon to RCN service. This was done in order to take advantage of lower rates and, eventually, to better utilize the RCN I-Net provided as part of the Cable Television contract. While delays did occur due to the RCN build-out and the Verizon strike last Summer, the change over was completed in the fourth quarter of 2000. New phone switches and instruments were installed in the High School, the Baker School, the Water Garage, the Senior Center, and the temporary Police and Fire Headquarters at the Old Lincoln School. All of these sites are linked to central T1s at either the Town Hall or the High School and share centralized voice mail functions.

Munis Financial System - The Town's financial system was upgraded from the Pentamotion System to the MUNIS System in preparation for additional reporting requirements by the Commonwealth. This involved a major conversion effort, setting up a new server, becoming familiar with a new operating system, and training Town and School department users. MUNIS will enable the Town to comply with the new accounting rules promulgated under GASB Statement No. 34.

IT Blueprint - Realizing that no 21st Century operation can perform at its optimal level without state-of-the-art IT, the Town and School administrations met during the course of the year to discuss the future of IT and the possible

integration/sharing of resources. The result of these meetings was a decision to develop and issue an RFP for a consultant to assist the Town in the development of a Long Range IT Plan. The consultant will assess current operations, present the Town with current and projected long-term best practices, recommend where the Town should be heading, and develop a blueprint of how to get to there. The Town Administration understands that School funds and Town funds are all taxpayer monies, underscoring the need to develop a plan for the Brookline "corporation" that prepares us for the future in a cost-effective manner.

MANAGEMENT TEAM

Several new additions were welcomed to the Town's Management Team in 2000, the year that saw the departure of Fire Chief Robert English and Deputy Town Administrator Brian Sullivan. Both were honored by the Selectmen for their 30 and 17 years of service, respectively. Chief English retired from the Fire Department and Brian Sullivan was appointed Town Manager in Winchester.

Turnover in staff, no matter how capable and valued, nevertheless affords the opportunity to welcome new approaches and fresh perspectives. The Town was most fortunate to appoint five extremely talented professionals to key positions in the Management Team.

Fire Chief -- Deputy Chief John Spillane was appointed unanimously by the Selectmen on June 27, 2000 as Chief of the Brookline Fire Department. My recommendation for his appointment resulted from the enthusiastic consensus of a Screening Committee which included not only the Town Administrator, along with Selectmen Kalikow and Goldberg, but also the former Fire Chiefs of Newton and Medford, the Director of the Fire Services Management Program at Salem State College, and the newly appointed Chief of the Boston Fire Department, Chief Paul Christian



Fire Chief John Spillane

Chief Spillane has a 23-year record of outstanding service in the Brookline Fire Department. He served for 8 years as Deputy Chief in charge of Fire Prevention, preceded by commands of ladder and engine companies. Chief Spillane has extensive professional development and training certification in virtually every aspect of the fire service.

Director of Parks and Open Space -- Also "promoted" this past year was former Conservation Administrator Erin Chute, who was appointed to the newly established position of Parks and Open Space Director. Erin's appointment likewise came as the result of an extensive screening process in a very competitive field of candidates. This new position is responsible not only for the traditional functions of maintenance, but will coordinate the Town's design and capital improvements for all recreation and open space facilities.



Erin Chute, Director of Parks and Open Space

Erin Chute had served for nearly 3 years as the Town's Conservation Administrator. She had

managed environmental compliance for Sun Microsystems prior to joining the Town. Ms. Chute has a Masters Degree in Environmental Engineering from Tufts University.



Conservation Administrator, Thomas Brady

Conservation Administrator -- Replacing Erin Chute is Thomas Brady who most recently served for 4 years as the Conservation Administrator in the Town of Watertown. He has also been a member of the Woburn Conservation Commission since 1990.



David Friend, Transportation Planner

Transportation Planner -- Appointed on July 24, 2000, David Friend brings over 20 years of transportation experience to the Town. He has worked as a transportation consultant and in staff positions for transportation planning, particularly in the environmental area. He also served as the Deputy Director for Planning and Standards of the

Air Quality Division of the Department of Environmental Protection. Mr. Friend has a Masters of City Planning Degree from Harvard Graduate School of Design.



Stephen E. Cirillo, Deputy Town Administrator

Deputy Town Administrator -- Stephen Cirillo re-joins the Town after nearly 20 years of working in other public and private financial positions. Most recently Steve was the Treasurer/Collector for the City of Newton for nine years. Prior to holding that position he served the City from 1985 to 1991 as Chief Budget Officer. He has held faculty positions at both Suffolk and Northeastern University in the area of public finance. He also serves as a member of the Fiscal Policy Committee of the Massachusetts Municipal Association and functioned as Chairperson of the Committee for two years. He brings a wealth of financial management experience to the Town where he originally served as Budget Analyst from 1979 to 1982.

CONCLUSION

In January, 2001 I was named Chairperson of the Massachusetts Municipal Association's Revenue Sharing Task Force, a body to which I had been appointed two years earlier. The daunting mandate of this Task Force is to develop a new Chapter 70/Education funding formula that would be acceptable to local officials across the State. This is no easy task, given the cross-currents among 351 municipalities -- urban/suburban; rich/poor; varying degrees of bi-lingual, special education, and high growth enrollments.

There is perhaps no greater single issue facing local government in 2000-2001 than the adoption of a successor state funding formula for local education under Ed Reform. The original Ed Reform funding schedule infused \$1.7 billion in new aid into local school systems since 1993. Although Brookline receives a relatively smaller share of education funding because of the factors in the formula, our Town's Chapter 70 aid has increased nevertheless from \$1.2 million in FY93 to \$5.8 million in FY01. No other category of "Cherry Sheet" aid from the State has grown anywhere near as much.

Given the cap on local property taxes from Proposition 2 ½ steady and meaningful increases in local aid is essential if local school systems are to provide more than maintenance of effort programs in order to respond to changing needs. The demands of Special Education, in particular, are dramatic. For Brookline Special Education accounts for 61% of enrollment and 20% of the education budget.

Fortunately, the MMA Revenue Sharing Task Force was able to develop a school funding formula acceptable to local officials. At the most recent Annual Meeting of the MMA, several hundred Mayors, Selectmen, Councilors, and Administrators from every region of the Commonwealth endorsed the Task Force Plan. This was accomplished because I and the other Task Force members -- the Mayors of Brockton, Fall River, and Newburyport; Selectmen from Barnstable and Hampshire Counties; City Council President of Leominster; Finance Committee chairman of Arlington and the CFO of the City of Boston; and Town Administrator of Easton -- have worked very hard to solicit input from local officials in order to develop an approach worthy of their eventual consideration. There was not a region in the state where we did not engage directly with our counterparts in local government on this high-stakes issue.

The MMA education funding plan calls for:

- ?? Chapter 70 Aid increase for all communities in FY02, projected at \$265 million.
- ?? Increased funding each year until FY08 when State Aid is expected to reach 50% of total

required net school spending statewide.

- ?? Retention of the Foundation Budget and Foundation Aid to protect the poorest communities.
- ?? Elimination of "Minimum Aid"; replacing it with per student allocations, indexed according to factors such as student income levels and high enrollment growth.

Over the past several years the State has provide local education aid increases of well over \$200 million a year on average. In this context, the MMA funding levels are quite realistic. However, the recent uncertainty about the economy and the adoption of Question 4 to roll back income taxes \$1.1 billion over the next four years have created new and serious questions about the State's commitment to continue a long-term funding schedule for local education.

If an acceptable successor Ed Reform funding schedule is not adopted by the State, the squeeze on School budgets will be obvious. But, in addition, severe pressure will be placed on the budgets for other essential Town services. The "angels" who provide housing for the homeless and who provide countless services to maintain this community's quality of life will also be effected. Fewer resources will be at their disposal to do the kind of job, which this community so clearly expects. The ultimate decision by the Legislature about how to fund Chapter 70/School Aid in the FY02 budget will likely dictate the extent of state assistance for years to come.

I want to thank everyone in Town Government and in the community who have helped make 2000 a productive and successful year for this municipality. The Board of Selectmen, in particular, has been extremely supportive and firm in its insistence of excellence from the Town Administration. As always, the collaboration of the Superintendent of School is unsurpassed. I am especially grateful for the talents, dedication, and hard work of our Department Heads. They and their employees, and them alone, are ultimately responsible for the high quality of services provided day-in and day-out to our citizens. And finally, I can not say enough about the Selectmen's office staff: Patty Parks, Annmarie Cedrone, Brenda Costello, Karen Churchill, and

Mary McMahon, along with Steve Cirillo and Sean Cronin, make it a pleasure to report to work every day. This community can be justifiably proud of the extremely high caliber of professionalism of those who have a daily role in conducting this municipal enterprise.

Finally, last year Betty Cahill, Head Clerk in the Selectmen's Office, retired after 15 years of dedicated service to the Town. We wish you many years of happiness.



Betty Cahill at Retirement Dinner

LONG RANGE FINANCIAL PROJECTION
FY 2002-FY2006

	FY2002 EST	FY2003 EST	FY2004 EST	FY2005 EST	FY2006 EST	CHANGE FY2002-FY2006
REVENUES						
Property Taxes	\$103,649,158	\$107,141,905	\$111,045,086	\$114,747,112	\$118,542,684	\$14,893,526
Local Receipts	\$17,187,907	\$17,920,175	\$18,198,642	\$18,449,389	\$18,706,534	\$1,518,627
State Aid	\$19,919,390	\$20,751,709	\$21,071,972	\$22,359,574	\$23,039,045	\$3,119,655
Free Cash	\$11,536,850	\$6,569,304	\$3,813,085	\$3,060,367	\$1,763,241	(\$9,773,609)
Other Available Funds	\$7,014,404	\$7,372,720	\$7,290,706	\$7,522,571	\$7,723,533	\$709,129
TOTAL REVENUE	\$159,307,709	\$159,755,813	\$161,419,491	\$166,139,013	\$169,775,037	\$10,467,328
EXPENSES						
Municipal Services	\$48,477,168	\$50,130,446	\$52,231,042	\$53,999,672	\$55,641,774	\$7,164,606
School Services	\$49,194,724	\$50,783,111	\$52,942,633	\$54,749,884	\$56,631,671	\$7,436,947
Personnel Benefits	\$21,734,462	\$23,157,441	\$24,765,493	\$26,391,550	\$28,014,366	\$6,279,904
Debt Service	\$13,465,406	\$15,106,781	\$14,741,960	\$15,837,961	\$15,783,602	\$2,318,196
Revenue - Financed CIP	\$12,845,430	\$7,022,718	\$4,262,261	\$2,749,546	\$1,692,102	(\$11,153,328)
General Services/Reserve Fund	\$1,899,133	\$2,012,415	\$2,074,310	\$2,132,655	\$2,192,410	
Non - Appropriated Exp.	\$9,245,775	\$9,126,374	\$9,036,387	\$8,937,069	\$8,833,689	(\$412,086)
TOTAL EXPENSES	\$156,862,098	\$157,339,286	\$160,054,086	\$164,798,337	\$168,789,614	\$11,927,516
SURPLUS(DEFICIT) BEFORE COLL BARG & STEPS	\$2,445,612	\$2,416,527	\$1,365,405	\$1,340,676	\$985,423	(\$1,460,188)
TOWN SHARE OF SURPLUS BEFORE COLL BARG & STEPS	\$1,230,612	\$1,148,839	\$527,207	\$533,647	\$488,362	(\$742,250)
TOWN COLL BARG & STEPS	(\$1,230,612)	(\$1,602,671)	(\$1,322,282)	(\$1,379,785)	(\$1,451,311)	(\$220,699)
TOWN SHARE OF DEFICIT AFTER COLL BARG & STEPS	\$0	(\$453,832)	(\$79,075)	(\$846,138)	(\$962,949)	(\$962,949)
SCHOOL SHARE OF SURPLUS BEFORE COLL BARG & STEPS	\$1,215,000	\$1,267,686	\$838,198	\$807,030	\$497,061	(\$717,939)
SCHOOL COLL BARG & STEPS	(\$1,215,000)	(\$1,753,513)	(\$1,418,857)	(\$1,501,293)	(\$1,587,399)	(\$372,399)
SCHOOL SHARE OF DEFICIT AFTER COLL BARG & STEPS	\$0	(\$485,827)	(\$580,659)	(\$694,263)	(\$1,090,338)	(\$1,090,338)
TOTAL DEFICIT AFTER COLL BARG & STEPS	\$0	(\$939,657)	(\$1,375,734)	(\$1,540,402)	(\$2,053,287)	(\$2,053,287)

TOWN MODERATOR

Our two Town Meetings during 2000 involved consideration of a number of significant issues. As has become almost routine for our Town Meetings, the quality of the reports, presentations, and debates was at a consistently high level.

The May, 2000 Annual Town Meeting featured passage of a \$162 million budget, including an \$11 million bonding appropriation for renovations to the Main Library and a hotly contested appropriation relating to the Carlton Street Footbridge in Precinct 1. This meeting also included an extensive, and often impassioned, discussion of the Greenough Street traffic issue.

The highlights of the Fall Town Meeting in November, 2000 included passage of a completely new Human Resources By-Law, the nationally-publicized adoption of a by-law proscribing the use cell phones in moving vehicles, a significant increase in the off-street parking requirements for new construction, and the expression of virtually unanimous opposition to MCAS. Town Meeting also approved a home rule legislative petition to restrict the authority of the Transportation Board, over the opposition of that board, the Selectmen, and the Advisory Committee.

In the course of these two meetings, the Town Meeting Members authorized the appointment of no less than five Moderator's Committees, no doubt reflecting in some measure the value that the deliberations and reports of such committees have brought to Town Meeting in the past. In any case, since the members that I appoint to these committees often labor fruitfully and without significant public recognition, I take this opportunity to express my gratitude to them on behalf of the Town. The committees appointed during 2000, and their members, are as follows:

Living Wage Committee, to consider the presentation to Town Meeting of a by-law or legislation providing for the imposition by the Town of minimum wage requirements on businesses located within its borders:

Robert L. Allen Jr.
Jane Alper
Pat Burnett

Patricia A. Connors
Scott C. Gladstone
Gerard Hayes
Sergio Modigliani
Robert I. Sperber, Chair

Leaf Blower Committee, to consider whether, and to what extent, the noise created by leaf blowers should be regulated:

Carla Benka
Francis Shedd Fisher, Chair
Jerome Sadow
Peter Sellers

Alternative Voting Methods Committee, to consider the feasibility of electronic means of recording Town Meeting votes:

Stephen J. Garland
Gilbert R. Hoy, Jr.
Mona Schwartz
Stanley L. Spiegel
Shepard A. Spunt
Patrick J. Ward, Chair

Community Electricity Franchising Committee, to explore the Town's participation in a community electricity franchise:

Kenneth M. Barna
Richard W. Benka
Deborah Donovan
Donna R. Kalikow
Werner Lohe
Donald C. Weitzman, Chair

Tree Replacement By-Law Committee, to consider proposing a by-law relating to the replacement of trees within the Town:

Erin Chute
Corliss Engle
Joseph T. Geller, Chair
Adam P. Kahn
Fred Perry

Finally, I express my customary thanks to the members of the Advisory Committee, under the leadership of Nancy Daly, Chairman, and Harry Bohrs, Vice Chairman, for their hard work and valuable contributions to our Town Meeting process.

ADVISORY COMMITTEE

Organization and Function

Massachusetts General Laws, Chapter 39, Section 16 states that “every town whose valuation for the purpose of apportioning state tax exceeds one million dollars shall, and any other town may, by bylaw provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions....”



Advisory Committee

The Brookline Advisory Committee, in accordance with Town By-Laws, consists of not fewer than 20 nor more than 30 established registered voters of the Town. At least one elected Town Meeting Member is appointed from each of the 16 precincts, plus up to eight additional Town Meeting Members and up to six members-at-large. This makes the Brookline Advisory Committee one of the largest of such committees in the Commonwealth. The Brookline Advisory Committee is somewhat unique in that it functions not only as a Finance Committee, but also as an Advisory Committee. As such, it advises the Town through its recommendations to Town Meeting on all matters ranging from town finances and re-zoning to capital projects and collective bargaining in order to meet the specific needs of the community. The Advisory Committee reports to Town Meeting with its written recommendations on such matters in the printed Combined Report that is mailed to all Town Meeting Members. The Advisory Committee is the only authority that may approve transfers from the Reserve Fund, which is

established to deal with unforeseen or emergency expenditures.

The Chair of the Advisory Committee appoints each member to serve on a subcommittee, working closely with members to determine which subcommittee will best suit their background and interest. The chair selects a member from each subcommittee to serve as its chair.

Below is a listing of current subcommittees with the areas to which each is responsible and its chairperson:

ADMINISTRATION AND FINANCE: Advisory Committee, Debt and Interest, Finance Department, General Services and Communications, Non-Appropriated Expenses and Abatement Reserves, Selectmen, Town Clerk, and Unclassified. (Chaired by Stanley L. Spiegel)

CAPITAL: Building, Capital Improvements Program, CDBG, Public Works, and Recreation. (Chaired by Charles Moo)

HUMAN SERVICES: CDBG, Council on Aging, Health, Human Relations-Youth Resources, Library, and Veterans' Services. (Chaired by Estelle Katz)

PERSONNEL: Collective Bargaining, Personnel, and Personnel Benefits. (Chaired by Sergio Modigliani)

PLANNING AND REGULATION: Conditions of Appropriation, Economic Development, Legal Services, and Planning and Community Development. (Chaired by Acheson Callaghan, Jr.)

PUBLIC SAFETY: Police and Fire. (Chaired by Jonathan Karon)

SCHOOLS: Buildings/Custodial, School Committee Meetings, Special Education, Technology/Budget. (Chaired by Harry K. Bohrs)

2000 Issues

In 2000, the Advisory Committee considered a broad array of financial and other issues on behalf of Town Meeting. The Advisory Committee met 34 times to prepare its reports and recommendations for the Annual Town Meeting and the Special Town Meeting. In addition, the various subcommittees held numerous public hearings, which allowed both supporters and opponents of certain projects and issues to air their views. The subcommittees reported to the full Advisory Committee to allow the Committee to fully take into account public sentiment in its final decision making process.

The Advisory Committee spent approximately three months crafting its version of the Town's \$162 million budget. From mid-February through mid-May, the full Committee met twice a week to hear and discuss subcommittee recommendations. The Committee listened to the requests and concerns of boards and commissions, town officials and citizens, balanced these views, and prepared and submitted to Town Meeting a detailed budget recommendation in the form of the Annual Appropriation Article.

The Advisory Committee confronted a variety of issues that would impact the Town, including the establishment of a Town Human Resources Program, resolution of labor contracts with all the Town's unions, the MCAS graduation requirement, use of cellular phones in vehicles, transportation policy, and numerous construction/renovation projects including the Police/Fire Headquarters,

the Main Library, several schools, and a number of parks and sanctuaries.

After serving as Chair of the Advisory Committee for 2 ½ years, Sergio Modigliani stepped down from his post. Sergio deserves our sincere thanks for his willingness to take time from his family and career to serve the Town. We are fortunate that we will still have access to his considerable knowledge as he has agreed to stay on the Committee. We wish both Sergio and his wife Suzanne well. Nancy Daly was unanimously elected to serve as the new Chair of the Committee and, in a short time, has demonstrated her leadership skills. Harry Bohrs continued in the important role of Vice-Chair of the Committee.

After years of invaluable service to the to the Advisory Committee, Ben Birnbaum, Mark Manin, Hezekiah Pratt, and Robert Volk stepped down. With warm thanks, we wished them well and welcomed new members Neil Wishinsky, William Powell, and Ronny Sydney.

The Advisory Committee will continue to work diligently on behalf of Town Meeting to carefully consider all matters that will impact the Town and make recommendations it considers to be in the best interest of the Town and all of its residents.

Visit the Committee's homepage at www.townofbrooklinemass.com/Boards/Advisory.html for, among other items, a complete listing of all Advisory Committee meetings. We will continue to use this medium to bring government closer to the people.

TOWN MEETING

Summary of Actions Taken

Annual Town Meeting May 23, 2000

ARTICLE ONE

Annual authorization of compensating balance agreements (Treasurer/Collector). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWO

Report on close-out of special appropriations (Selectmen). A motion of No Action was passed by a Majority Vote.

ARTICLE THREE

Approval of collective bargaining agreements (Personnel Board). A motion of Favorable Action, relative to Local 1358, AFSCME, and Local 950, IAFF, were passed by a Majority Vote. A motion of Favorable Action, relative to Local 1959 IUPA, AFL-CIO, was passed by a Majority Vote.

ARTICLE FOUR

Annual Appropriations Article (Selectmen). A motion of Favorable Action for the FY2001 budget, with total appropriated expenditures of \$153,280,377, was passed by a Unanimous Vote.

ARTICLE FIVE

Appropriation of funds for the restoration of the Main Library (Board of Library Trustees). A motion of No Action was passed by a Unanimous Vote.

ARTICLE SIX

Appropriation of funds to construct a fuel storage dispensing facility in North Brookline (Petition of Isabella Callanan, et al). A motion of No Action was passed by a Unanimous Vote.

ARTICLE SEVEN

Approval of unpaid bills in a prior fiscal year (Selectmen). A motion of No Action was passed by a Majority Vote.

ARTICLE EIGHT

Acceptance of legislation to increase property tax exemptions (Assessors). A motion of Favorable Action, to establish an additional property tax exemption for fiscal year 2001 for certain classes of individuals, including surviving spouses, the elderly, the blind, and disabled veterans, was passed by a Unanimous Vote.

ARTICLE NINE

Accept the provisions of Section 103 of Chapter 32 of the General Laws, as amended by Section 51 of Chapter 127 of the Acts of 1999, and accept the provisions of Section 218 of the Acts of 1999 which provide for certain limited cost-of-living adjustments for Town pensioners (Retirement Board). A motion of Favorable Action to authorize and allow the Retirement Board to grant a cost of living adjustment of up to three per cent on the first \$12,000 of retirement benefits for members and surviving spouses was passed by a Unanimous Vote.

ARTICLE TEN

Amendment to the Zoning By-Law to re-zone a portion of the north side of Wentworth Place from I-1.0 to G-2.0 (Petition of Sandra Garnis, et al). A motion of Favorable Action was passed by a Two-Thirds Vote with three Abstentions recorded.

ARTICLE ELEVEN

Amendment to Town By-Laws to implement the provisions of General Laws, Chapter 40, Section 57, previously accepted by the Town, which authorizes the denial or revocation of a license or permit issued by the Town for nonpayment of local taxes, fees, and charges (Selectmen). A motion of Favorable Action, to enact a by-law which permits the Board of Selectmen the option to deny, suspend, or revoke a license or permit if taxes or charges are owed to the Town, was passed by a Majority Vote.

ARTICLE TWELVE

Legislation to authorize the Town to provide group health benefits to the domestic partners of Town employees (Selectmen). A motion of Favorable Action, to authorize the filing of a petition in the General Court authorizing group insurance benefits to be extended to Domestic Partners of Town employees and their dependents, was passed by a Majority Vote.

ARTICLE THIRTEEN

Amendment to Town By-Laws to authorize the Board of Selectmen to grant to licensed food vendors the right to use a portion of the Town sidewalk (Petition of Representative Ronny Sydney, et al). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE FOURTEEN

Amendment to Town By-Laws to provide that the naming of Town buildings, parks, squares, or facilities may be done only by Town Meeting (Petition of Stanley Spiegel, et al). A motion of Favorable Action was passed by a Counted Vote of 182 In Favor and 1 Opposed.

ARTICLE FIFTEEN

Amendment to the Town Noise Control By-Law to further regulate leaf blowers (Petition of Jerome Sadow, et al). A motion of Favorable Action, to refer the subject matter under Article Fifteen to a Moderator's Committee to report to the Spring 2001 Town Meeting, was passed by a Majority Vote.

ARTICLE SIXTEEN

Resolution to request the Transportation Board to re-open the closed portion of Greenough Street (Petition of Robert Sperber, et al). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE SEVENTEEN

Resolution to establish a Moderator's Committee to draft a by-law that provides a living wage for Town employees and employees of those companies doing business with the Town (Petition of Patricia A. Connors, et al). A motion of Favorable Action, to refer the subject matter under Article Seventeen to a Moderator's Committee to report to the Spring 2001 Town Meeting, was passed by a Majority Vote.

ARTICLE EIGHTEEN

Reports of Town Officers and Committees (Selectmen). A report from the Brookline Housing Advisory Board was heard.

Special Town Meeting May 23, 2000

ARTICLE ONE

FY2000 budget transfers (Selectmen). A motion of Favorable Action, to transfer \$250,000 from the FY2000 operating budget – Debt and Interest to the FY2000 operating budget – Schools, was passed by a Unanimous Vote.

ARTICLE TWO

FY2000 budget transfers for special appropriations (Selectmen). A motion of Favorable Action, to appropriate and transfer \$250,000 from the FY2000 operating budget – Debt and Interest to fund special appropriations, was passed by a Majority Vote.

Special Town Meeting November 14, 2000

ARTICLE ONE

Approval of unpaid bills of a prior fiscal year (Selectmen). A motion of Favorable Action, to appropriate and transfer \$15,729 from free cash to pay unpaid bills from a prior fiscal year, was passed by a Nine-Tenths Vote.

ARTICLE TWO

FY2001 budget amendments (Selectmen). A motion of Favorable Action, to reduce the Public Works budget by \$397,144, was passed by a Unanimous Vote. A motion of Favorable Action, to appropriate and transfer \$500,000 from the Ryder Cup 53A Account for the Muddy River Project, was passed by a Majority Vote.

ARTICLE THREE

Approval of CDBG application (Planning and Community Development). A motion of Favorable Action, to authorize the Board of Selectmen to file preapplications and applications in the total

amount of \$1,827,000, was passed by a Unanimous Vote.

ARTICLE FOUR

Appropriation of funds for the removal of the Carlton Street Footbridge (Petition of Fred Lebow, et al). A motion of No Action was passed by a Unanimous Vote.

ARTICLE FIVE

Amendment to Town Personnel By-Laws – Establish a new By-Law creating a Town Human Resources Program, Board, and Office (Selectmen). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SIX

Amendment to Section 2.1.5 of the Town By-Laws – Notice of Meetings (Town Counsel). A motion of Favorable Action was passed, as amended, by a Majority Vote.

ARTICLE SEVEN

Amendment to Town By-Laws renumbering Section 7.5.20 to 7.5.21 and Section 7.5.21 to 7.5.22 and adding a new Section 7.5.20 – Telephone Use in Vehicles (Petition of Lisa Liss, et al). A motion of Favorable Action was passed by a Counted Vote of 110 In Favor and 93 Opposed.

ARTICLE EIGHT

Amendments to Section 8.6 of the Town By-Laws – Dog Control (Petition of Joslin Murphy, et al). A motion of Favorable Action, to regulate the restraint of dogs and the removal of dog waste, was passed by a Majority Vote.

ARTICLE NINE

Amendments to Section 7.5.4. – Delivery from a Street, and Section 7.5.17 – Rubbish and Trash Collection, of the Town By-Laws (Petition of Tobe Berkovitz, et al). A motion of No Action was passed by a Unanimous Vote.

ARTICLE TEN

Amendment to Section 7.5.18 of the Town By-Laws – Sidewalk (Public Works). A motion of No Action was passed by a Unanimous Vote.

ARTICLE ELEVEN

Amendment to the Zoning By-Laws Sections 5.21 and 5.32 (Planning Board). A motion of No Action was passed by a Unanimous Vote.

ARTICLE TWELVE

Amendments to the Zoning By-Laws Section 6.11(a) Table of Off- Street Parking Space Requirements (Petition of Myra Trachtenberg, et al). A motion of Favorable Action was passed by a Two-Thirds Vote.

ARTICLE THIRTEEN

Legislation authorizing Group Insurance Benefits to Domestic Partners and their dependents (Selectmen). A motion of Favorable Action, to authorize the Board of Selectmen to petition the General Court to allow the Town to extend group insurance benefits to Domestic Partners and their dependents, was passed by a Counted Vote of 147 In Favor and 2 Opposed.

ARTICLE FOURTEEN

Legislation amending Section 5, Chapter 270 of the Acts of 1985 – Licensing Authority in the Town of Brookline (Petition of Fred Lebow). A motion of No Action was passed by a Unanimous Vote.

ARTICLE FIFTEEN

Legislation amending Section 1 of Chapter 57 of the Acts of 1885 – Extending the Jurisdiction of the Tree Planting Committee (Petition of Isabella Callanan). A motion of No Action was passed by a Unanimous Vote.

ARTICLE SIXTEEN

Legislation amending Section 4 in Chapter 317 of the Acts of 1974 – Rules and Regulations adopted by the Transportation Board of the Town of Brookline (Petition of John Bassett, et al). A motion of Favorable Action, to authorize the Board of Selectmen to petition the General Court to extend to Town Meeting limited authority over the Transportation Board, was passed by a Counted Vote of 110 In Favor and 93 Opposed.

ARTICLE SEVENTEEN

Legislation amending Section 4 in Chapter 317 of the Acts of 1974 – Rules and Regulations adopted by the Transportation Board of the Town of Brookline (Petition of Joseph Ross, et al). A motion of Favorable Action was Defeated.

ARTICLE EIGHTEEN

Legislation to expand the licensing authority of the Town of Brookline (Town Counsel). A motion of Favorable Action, to authorize the Board of

Selectmen to petition the General Court to apply lodging house regulations to bed and breakfasts with four or more units, was passed by a Unanimous Vote.

ARTICLE NINETEEN

Appointment of a Moderator's Committee to investigate and report on the available options for forms of voting that record and/or display votes of each Town Meeting Member (Selectmen). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE TWENTY

Establish a number of Measurers of Wood and Bark (Petition of Joseph Ross, et al). A motion of Favorable Action, to request the Board of Selectmen to fix the number of Measurers of Wood and Bark by inserting it into the Warrant for the Annual Town Meeting, was passed by a Counted Vote of 187 In Favor and 5 Opposed.

ARTICLE TWENTY-ONE

Establish that the number of Measurers of Wood and Bark be two (Petition of Stanley Spiegel, et al). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE TWENTY-TWO

Resolution regarding the Massachusetts Comprehensive Assessment System (MCAS) calling for the repeal or suspension of the graduation requirement of the Education Reform Act (Petition of Craig Bolon, et al). A motion of Favorable Action was passed by a Counted Vote of 175 In Favor and 10 Opposed.

ARTICLE TWENTY-THREE

Appropriation of funds for the implementation of an electric vehicle pilot program prior to July 1, 2001

(Petition of Werner Lohe, et al). A motion of Favorable Action, to implement an alternative vehicle program in FY2002, was passed by a Unanimous Vote.

ARTICLE TWENTY-FOUR

Appointment of a Moderator's Committee to draft a by-law regarding the replacement of trees (Petition of Fred Perry, et al). A motion of Favorable Action, to appoint a Moderator's Committee to report back to the Spring 2001 Town Meeting, was passed by a Majority Vote.

ARTICLE TWENTY-FIVE

Appointment of a Moderator's Committee or charge an existing Moderator's Committee to enact a new by-law or amend any existing By-Laws of the Town regarding operation of lawn and garden equipment powered by internal combustion engines (Petition of Craig Bolon, et al). A motion of No Action was passed by a Unanimous Vote.

ARTICLE TWENTY-SIX

Appointment of a Moderator's Committee to explore the creation of a community electricity franchise (block purchasing) (Petition of Donald Weitzman, et al). A motion of Favorable Action, to appoint a Moderator's Committee to report back to the Fall 2001 Town Meeting, was passed by a Majority Vote.

ARTICLE TWENTY-SEVEN

Memorial Square – Dedication of the intersection at Washington Street and Beacon Street to Lt. David Joel Wax (Veteran Services). A motion of Favorable Action was passed by a Unanimous Vote.

2000 ANNUAL TOWN MEETING ATTENDANCE

PREC.	NAME	Eligible	Attended	PREC.	NAME	Eligible	Attended
3	ABRAMS, Betsy F.	5	3	10	CASS, Marcy C	5	5
3	ABRAMS, Robert T	5	3	1	CAVELL, Cathleen C	5	3
13	ADELSON, David	5	5	3	CHASE, Muriel P	5	5
AL	ALLEN, Robert L.	5	5	2	CHIN, Kenneth W.	5	5
5	AMES, Charles C.	5	5	10	CHIPMAN, Abram	5	5
5	AMES, Kathleen	2	2	3	CHRISTIAN, John L.	5	5
1	AMES, Peter J	5	5	1	CLOUSE, Melvin E.	5	5
6	ANDERSON, Catherine C	5	4	12	COHEN, Bruce	5	5
15	ANDREADIS, Anthony T.	5	5	2	CONNORS, Patricia A	5	5
11	ARISTA, Roberto E.	5	3	6	CONQUEST, Arthur Wellington II	5	5
12	AXELROD, Carol S	5	5	4	COOPER, Ingrid E	5	5
4	AXELROD, Sarah T	5	5	10	COOPER, Marc L	5	5
4	BAIN, John T	5	5	10	COUGHLIN, William J.	5	5
9	BART, Eleanor J	5	5	14	COX, Julia D	5	4
9	BART, Walter J	5	5	5	CRAIG-OLINS, Elizabeth	5	5
15	BASILE, Robert W	5	5	12	CRYSTAL, Erica F.	5	5
6	BASSETT, John	5	5	12	DALY, Nancy A	5	5
8	BATCHELOR, Clara C	5	0	10	DAVIS, Jonathan H.	5	5
6	BELL, Dorothy C	5	5	12	DEAN, Linda C	5	5
13	BENKA, Richard W	5	5	15	DELANY, Luster	3	0
16	BERGER, Eileen	2	2	5	DeVRIES, Robert H.	5	5
16	BERGER, Michael	5	5	3	DEWART, Mary D	5	5
7	BERKOVITZ, Tobe	5	5	3	DEWART, Murray	5	5
6	BERKOWITZ, Vida K	5	5	5	DeWITT, Betsy	5	5
9	BIRNBAUM, Benjamin	5	3	15	DOW, Joseph Sheffield	5	5
13	BLOTNER, Phyllis S	5	1	2	DOYLE, Judith A	5	4
3	BOHRS, Harry K	5	5	5	DRISCOLL, Margaret	5	0
8	BOLON, Craig	5	5	15	ELCOCK, Walter E	5	5
15	BOYER, Burton	2	2	13	ERDMANN, Nancy Hutchinson	5	5
14	BRADFORD, JR., Standish	5	3	11	FABIAN, Leslie B	5	5
3	BRANSFIELD, Barry	5	4	4	FARLOW, Frank W	5	5
10	BREITBART-FRISCHLING, David	5	5	7	FEINMAN, Marvin A	5	5
13	BROOKS, Deborah G	5	5	9	FEUER, Jeannette	5	5
14	CALMAS, Richard	5	5	13	FINE, Jonathan S	5	5
7	CAREY, Joseph	3	0	16	FIRESTONE, Mary	5	4
13	CARONA, Stephanie G	5	4	5	FISHER, Frances Shedd	5	5
16	CARTER, Peyton	5	5	2	FLOWERS, Arlene	5	5

PREC.	NAME	Eligible	Attended	PREC.	NAME	Eligible	Attended
16	FRAWLEY, Regina M.	5	5	6	HUMPHREY, Systke	5	5
2	FRIEDMAN, Robin	5	5	8	JACOBSON, Kenneth D	5	4
AL	GADSBY, Edward (Sandy)	5	5	14	JOHNSON, Mary	5	1
2	GARLAND, Stephen J.	2	2	3	JONES, Gary D.	5	4
6	GELLER, Dennis P	5	5	9	JOZWICKI, Barr A	5	4
AL	GELLER, Joseph T	5	5	9	JOZWICKI, Joyce	5	4
15	GELLER, Marvin N	5	2	11	KAHAN, David	5	5
16	GERTE, Albert	5	5	11	KAHAN, Ruth	5	5
7	GILLER-RUBIN, Phyllis D.	5	5	15	KAHN-EDINBURG, Janice	5	5
16	GLADSTONE, Scott	5	5	AL	KALIKOW, Donna R	5	5
AL	GOLDBERG, Deborah B.	5	5	1	KANAREK, Anna C.V.	5	2
12	GOLDBERG, Harriet	5	5	8	KARON, Jonathan A.	5	5
8	GOLDEN, Jack	5	5	8	KARON, Melissa Daley	5	3
8	GOLDEN, Joyce DesRoches	5	4	7	KATZ, Estelle	5	5
8	GOLDSTEIN, David-Marc	5	5	8	KATZ, Karen	5	4
7	GOLDSTEIN, Elizabeth	5	5	7	KATZ, Paul M	5	5
5	GONZALEZ, Jay	5	5	7	KATZ, Pauline Ponnue	5	4
12	GRAND, Jonathan H.	5	5	13	KIBRICK, Anne K.	3	3
2	GRANTER, Ellen Welch	5	2	16	KOOCHER, Gerald P	5	5
5	GROSS, Betsy Shure	5	5	16	LITALIEN, Paul J	5	5
7	GRUBINGER, Eva M	5	1	4	LACKER, Stephen J	5	5
15	GUZELIAN, Nancy Diane	5	5	9	LANG, Kevin E	5	5
1	HALL, Ferris M	5	5	13	LANNIK, Susana	5	5
14	HALL, John L	5	4	6	LAPLANTE, Virginia W	5	5
15	HARDING, L Branch IV	5	5	1	LAWRENCE, Sandra B	5	4
4	HARRINGTON, Kevin	5	5	1	LEBOW, Frederick	5	5
5	HARRIS, Mary J	5	5	16	LEICHTNER, Judith	5	5
14	HEFFERNAN, Dorothy M	5	5	10	LEVINE, Frederick E	5	5
9	HEIST, Marcia M	5	4	10	LEVY, Mark E	5	5
8	HELLER, Nancy S	5	5	2	LIANIDES-CHIN, Barbara A.	5	5
10	HENRY, Wendy	2	2	16	LIEBERMAN, Simon	3	1
5	HERTZMARK, Joan	5	5	1	LIEFF, Karen D.	5	5
4	HEYWOOD, Sarah A	5	5	11	LINDQUIST, Gwentyth Pritchard	5	5
11	HINDS, Isabella	5	4	4	LINN, Susan E	5	4
15	HOLT, Dorothy	5	5	2	LISS, Lisa E	5	4
6	HOMER, Charles J	5	2	14	LODISH, Pamela	5	5
11	HOMER, Joanne P	5	4	13	LOHE, Werner	5	5
7	HORLICK, Lawrence A	5	3	8	LUBBER, Mindy S	5	2
AL	HOY, Gilbert R	5	5	11	MACDONALD, Bradley A.	5	5
14	HRESKO, Philip	5	5	5	MACDOUGALL, Sarah Sally	5	5

PREC.	NAME	Eligible	Attended	PREC.	NAME	Eligible	Attended
12	MARGOLIS, Harry S.	5	1	13	SCHNOOR, William J., Jr.	5	3
2	MASON, Judith	5	4	10	SCORZIELLO, Louis J	5	3
13	MAYNARD, J. Michael	5	4	8	SCOTTO, Barbara C	5	5
12	MCAVOY, Maura M.	5	5	11	SEGAN, Richard	5	5
3	MCNALLY, Rita K.	5	5	16	SELIB, Michael S.	5	5
7	MELLETT, Elizabeth M.	5	5	13	SENECAL, Barbara M	5	5
14	MERRILL, Chou Chou	5	5	16	SHAEVEL, William	5	3
14	MERRILL, Michael W.	5	2	6	SHAW, Maxine Denyse	5	5
12	MEYERS, Judy	5	5	1	SHAW, Parkman	5	5
5	MICHAELS, Faith	5	3	9	SHER, Michael S.	5	4
3	MILLER, Renee	5	5	11	SHIELD, Joel D	5	5
14	MITTEL, Shaari S	5	5	4	SIEGEL, Marjorie	5	4
13	MODIGLIANI, Sergio	5	5	9	SMIZIK, Frank Israel	5	5
9	MOORE, Bruce	5	2	8	SOYER, Brenda I	5	5
1	MORSE, Stephen R	5	4	6	SPERBER, Robert I.	5	5
4	MULHANE, John T	5	5	2	SPIEGEL, Diana Lees	5	5
15	NANGLE, Richard	5	4	8	SPIEGEL, Samuel	5	5
6	O'DONNELL, Kerry	5	5	2	SPIEGEL, Stanley L	5	5
5	O'LEARY, Phyllis R	5	5	14	SPUNT, Shepard A	5	5
5	OLESON, Thomas	3	2	16	STERN, Dori	5	5
5	OLINS, Andrew M	5	5	11	STRINGHAM, Jean G	5	4
6	PARKER, Gerald	5	5	4	SUISMAN, Marjorie	5	3
10	PARKS, Carolyn DeVore	5	4	16	SWARTZ, Helen L	5	5
9	POWELL, William B.	5	5	16	SWARTZ, Max	5	5
16	PRATT, Hezekiah	5	5	7	SWARTZ, Sally	5	5
9	RABINOVITZ, Stanley N	5	2	10	SYDNEY, Judith	3	3
9	RADLO, Shirley	5	5	AL	SYDNEY, Ronny M	5	5
3	RAEMER, Daniel	5	5	11	TOLKOFF, Josh	5	4
15	RANDOLPH, Barbara	5	5	3	TRACHTENBERG, Myra R.	5	5
6	REED, Thomas A.	5	5	4	TRIETSCH, David M	5	5
2	RICHMOND, Edward L	5	4	13	VANSCOYOC, John R	5	5
14	RILEY, John W	5	4	4	VOLK, Robert	5	5
14	RILEY, William J	5	5	13	vonLICHTENBERG, Sandra M	5	5
1	ROBBINS, Michael	5	5	3	WALTERS, Laura R	5	5
2	ROBINSON, Dann	5	5	2	WARD, Dorothy M	5	5
4	ROBINSON, Joseph E	5	5	AL	WARD, Patrick J	5	5
4	ROBINSON, Thomas C	5	5	6	WARREN, Henry B	5	5
8	ROLL, Evelyn Ayash	5	5	11	WAX, Robert M	5	3
10	RONEN, Naomi	5	5	11	WAYNE, Stanley	5	5
10	ROSENBAUM, Bernice	5	2	10	WEINBERG, Sidney	5	5
9	ROSENTHAL, Martin R	5	5	1	WEITER, John J	5	4
10	ROSS, A. Joseph	5	5	12	WEITZMAN, Donald	5	5
7	RUBIN, David L.	5	5	11	WENC, Karen	5	4
15	RUDMAN, Deborah D	5	5	14	WHITNEY, Victoria M	5	1
12	RYACK, Phyllis G.	5	3	1	WILLIAMS, Susan H	5	5
7	SABLE, Sloan K	5	2	1	ZELNICK, Pamela	5	4
15	SADEGHI-NEJAD, Ab	5	2	7	ZISKEND, Seymour A	5	5
3	SANDERS, Arne M.	5	4				
1	SCHEMMER, John A	5	5				
12	SCHLESINGER, James W	5	5				
12	SCHLESINGER, Laura B	5	5				
	TOTALS					621	541

GENERAL GOVERNMENT

TOWN CLERK

On Tuesday, March 7, 2000, the Presidential Preference Primary was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 10,999 of the 31,074 eligible registered voters in the Town, or 35.3%, participated in this primary election.

On Tuesday, May 2, 2000, the Annual Town Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 5,800 of the 31,570 eligible registered voters in the Town, or 18.3 %, participated in this local election.

Town Meeting Members convened for the Annual Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium at 7:18 P.M., on Tuesday, May 23, 2000. The meeting was adjourned to Wednesday, May 24, 2000 and dissolved on Thursday, May 25, 2000 at 10:35 P.M. in order to complete the business of the 18-article warrant. Significant actions taken at the meeting were the FY2001 total appropriated expenditures of \$153,280,377 for the Town, including an appropriation of \$11,000,000 for remodeling, reconstructing, or making extraordinary repairs to the Main Library; an appropriation of \$1,200,000 for the purchase and installation of new water meters; an appropriation of \$935,000 for remodeling, reconstructing, or making extraordinary repairs to the Lawrence School; an appropriation of \$900,000 for remodeling, reconstructing, or making extraordinary repairs to the Driscoll School; ratification of the collective bargaining agreements with Local 1358, AFSCME, Local 950, IAFF, and Local 1959, IUPA, AFL-CIO; establishment of an additional property tax exemption for certain classes of individuals including, surviving spouses, the elderly, the blind, and disabled veterans; acceptance of legislation that authorizes the Retirement Board to grant COLAs on the first \$12,000 of retirement benefits for retirees and surviving spouses; a zoning map change that re-zones the north side of Wentworth Place from an I-1.0 to a G2.0; a general by-law which provides

for the Board of Selectmen to deny, suspend, or revoke a license or permit of any applicant who has failed to pay any local taxes or charges beyond one year; an authorization for the Board of Selectmen to petition the General Court to allow the Town of Brookline to extend group insurance benefits to Domestic Partners and their dependents; a general by-law that provides the Board of Selectmen to grant permission for sidewalk seating to licensed food vendors; a general by-law reserving the right to name public facilities to Town Meeting; and a request of the Moderator to appoint a committee to consider both a by-law and a home rule petition to extend living wage provisions to persons employed by the Town of Brookline and employees of those companies doing business with the Town.

Town Clerk Patrick J. Ward read the roll call of Town Meeting Members who had died since the last Annual Meeting:

Honor Roll

Milton Goldman
Harry L. Marks
Richard Schroeder
Nancy Yetman

On Tuesday, May 23, 2000, a two-article Special Town Meeting was convened at 8:59 P.M. and dissolved at 9:07 P.M. in order to conduct the business of the warrant. Significant actions taken at this meeting were the transfer of \$250,000 from the FY2000 operating budget – Debt and Interest to the FY2000 operating budget – Schools; and the transfer of \$125,000 from the FY2000 operating budget – Debt and Interest to special appropriations, including professional services to prepare a comprehensive plan and to recodify the Zoning By-Laws.

On Tuesday, September 19, 2000, the State Primary was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 6,039 of the

32,832 eligible registered voters in the Town, or 18.4%, participated in this primary election.

On Tuesday, November 7, 2000, the State Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 26,325 of the 35,192 eligible registered voters of the Town, or 74.8%, participated in this general election.

On Tuesday, November 14, 2000, a 27-article Special Town Meeting was convened at 7:10 P.M. The meeting was adjourned to and dissolved on Wednesday, November 15, 2000 at 10:55 P.M. Significant actions taken at this meeting were the authorization for the Board of Selectmen to file preapplications and applications for Community Development Block Grant Funds in the amount of \$1,827,000; a general by-law creating a human resource program, board, and office; a general by-law prohibiting the use or operation of hand held telephones while operating a motor vehicle; a general by-law governing the restraint of dogs and the removal of dog waste; a zoning by-law that increases on-site visitor and service vehicle parking for developments of ten units or more; an authorization for the Board of Selectmen to petition the General Court to allow the Town of Brookline to extend group insurance benefits to Domestic Partners and their dependents; an authorization for the Board of Selectmen to petition the General Court to amend special legislation giving Town Meeting limited authority over the Transportation Board; an authorization for the Board of Selectmen to petition the General Court to expand the licensing authority of the Town of Brookline by allowing the Town to apply lodging house regulations to bed and breakfasts with four or more units; a resolution calling on the General Court to repeal or suspend the graduation requirement of the MCAS test mandated by the Education Reform Act; a request that the Town of Brookline implement during FY2002 an alternative vehicle pilot program; an authorization for the Moderator to appoint a committee to study the removal and replacement of trees; and an authorization for the Moderator to appoint a committee to explore block purchasing of electricity.

The Town Clerk's office recorded 585 births in the Town for 2000, pending final results from the City of Boston. This represents an increase of 100 births from the previous year. The office recorded 426 deaths in the Town, pending final results from

the City of Boston. This represents a decrease of 28 deaths from the previous year. There were 484 marriage intentions filed and 462 marriage licenses recorded, pending final results. This represents an increase of nine marriage intentions and two marriage licenses from the previous year.

Revenues for the Town Clerk's office were \$109,762.70. These revenues represent an increase of \$2,079.51, or 1.9%, above 1999 revenues.

2000 Revenues

Conservation Licenses	\$ 843.10
Gasoline Permits	2,500.00
Marriage Licenses	11,285.00
Dog Licenses	13,784.60
Board of Appeals	9,900.00
Commercial Code Filings	11,385.00
Certified Copies	23,670.00
Business Certificates	9,411.00
Civil Fines	14,365.00
Miscellaneous	12,675.05

Conservation Licenses

Fish & Game Licenses Issued	\$14,128.55
Fees Paid to the Commonwealth	13,863.50
Fees Paid to the Treasurer	787.05

The Town Clerk's Website (www.townofbrooklinemass.com) continues the office's efforts in providing the Town's residents with information 24 hours a day, 7 days a week.

Registrars of Voters

The Town Clerk serves as an Ex Officio member of the Board of Registrars of Voters. In 2000 the Board of Registrars of Voters implemented and supervised the registration of voters for the March 7, 2000 Presidential Primary, the May 2, 2000 Annual Town Election, the September 19, 2000 State Primary, and the November 7, 2000 State Election. The registrars processed 9,193 affidavits of voter registration, of which 7,463 were new registrations. The registrars also processed 3,587 absentee ballot applications. The 2000 census population was 48,814, of which 35,192 were registered voters.

Political Parties and Designations

Republican	3,613
Democrat	16,274
Unenrolled	15,164
Libertarian	91
Conservative	1
Green Party USA	21

Massachusetts Green Party	5
Natural Law Party	3
Rainbow	5
Reform	11
Socialist	4

Town Counsel

Town Counsel's Office provides a full range of legal services to all Town officials, departments, boards, commissions, and employees who are acting within the scope of their employment. Currently, the Office is staffed with four attorneys, an office manager/senior paralegal, and a part-time paralegal-consultant.

The Office provides the Town with representation at administrative hearings and appeals before state and federal agencies, including the Massachusetts Commission Against Discrimination, Equal Employment Opportunity Commission, Civil Service Commission, Industrial Accident Board, Appellate Tax Board, and the Department of Education.

The attorneys in the Office litigate all cases that are brought against the Town in the State and Federal Court systems. They defend the Town in matters involving complex issues such as civil rights claims, breach of contract actions, special education appeals, and appeals of decisions by the Zoning Board of Appeals.

The Town is self-insured. The office deals with the public on a daily basis in a variety of matters including claims which allege personal injury and/or property damage. Through the Police Department Liaison assigned to the Office, monies are recovered from insurance companies for damage to Town-owned property.

The Office pursues tax foreclosure proceedings in the Land Court on tax-delinquent properties. Proofs of Claims are regularly filed at the United States Bankruptcy Court so that any outstanding debt owed to the Town is protected.

The Office continues to convene G.L. c.41 Medical Panels to review and process requests for reimbursement of medical expenses submitted by disabled retired firefighters and policemen.

The Office gives legal advice to Department Heads, Town officials, and employees on a daily basis and provides opinions and support service for the Town's operating departments in matters such as contract drafting, employment issues, public records requests, and subpoenas. Town Counsel actively participates in the Town's legislative functions, including assisting in the preparation of articles, votes to be presented to Town Meeting, and drafting notices and votes for the Town's boards and commissions. Town Counsel and the Office Manager/Senior Paralegal regularly review the Town By-Laws and all amendments proposed to these By-Laws.

Town Counsel and his staff appreciate the support, cooperation, and friendship extended to them by employees and officials of the community and the residents of the town.

Human Resources

During the year, the Human Resources Board (formerly the Personnel Board) accomplished major steps in the implementation of a series of structural changes affecting the role of the board. The process of analysis began in the Spring of 1999 upon the retirement of Jim Cockfield, then Chair of the board. For many years Jim led the Town's negotiating effort in collective bargaining, a role requiring a massive commitment of time, as well as skill and patience. Upon Jim's departure, the Board quickly concluded it was time to withdraw from direct involvement in collective bargaining. We reasoned that given the time commitment and skill required, the Town would be better served if bargaining were accomplished by a professional team, making efficiency and continuity more likely in this important endeavor.

We recommended to the Selectmen that a study of the role of the Board be undertaken to assist in determining how we might best serve the Town. An objective study was undertaken by a consultant who interviewed Selectmen, management, labor, the Personnel Board, and members of the Advisory Committee. The consultant's final report was submitted to the Selectmen in August, 2000 and, since that time, the recommendations, which were accepted by the Selectmen and the Personnel Board, have been implemented.

A by-law reflecting the appropriate changes was submitted to and passed by Town Meeting in the Fall of 2000. Among other things, the by-law defines the purpose of a Human Resources program and outlines the duties of the Human Resources Board. These changes lay the foundation for a new era in human development. The Human Resources Board will continue to review classification and pay grade of new or changed positions to assure equity among employees and will continue to adjudicate employee grievances. In addition, the board will perform special studies and act as advisor to the Selectmen in human resources matters.

Separately, the Selectmen, who have responsibility for collective bargaining, have reassigned that role to the Human Resources Director, special labor counsel, and appropriate department heads, reporting to the Town Administrator who will oversee the implementation of policy set by the Selectmen. Now relieved of the agency role in collective bargaining, the Human Resources Board anticipates having time to serve as a conduit for a new ideas and creative solutions as we reach out to employees in a proactive manner, encouraging them to fully participate in helping Brookline to be the best community it can be. At this time next year, we hope we will be able to report progress toward specific achievements as our new role evolves.

The coming year will bring new leadership to the Human Resources effort as long-time Director Gerry Hayes retires. Gerry set a professional standard of the highest caliber, a standard that will continue to serve the Town and the Human Resources team as we break new ground. Our deepest gratitude and our fondest best wishes go with you, Gerry. Good luck in the next phase of your life!



Gerry Hayes and his family

PUBLIC SAFETY

Police Department

The Police Department, under the direction of Chief Daniel C. O'Leary, established a large set of goals it would strive to accomplish during 2000. Upon review, a good deal was accomplished and a foundation was laid that will assist the Police Department in meeting the many challenges it faces in the new century.

We view our personnel as the most important asset of the Department. Consistent with this, our Department has moved to a temporary headquarters at 194 Boylston Street while the renovation and reconstruction of the new Public Safety Headquarters is taking place. The new facility will house both fire and police headquarters, as well as a combined dispatch operation using civilian dispatchers. This building will also contain substantial security improvements and will be more user-friendly. A joint fire and police training center will provide some of the most advanced technologies available while a state-of-the-art fitness center will provide for the fitness needs of all of our public safety employees.



Public Safety Headquarters

Through their outstanding performance, officers consistently demonstrated their commitment to providing the highest quality of police service to the public. This enhanced our departmental effort to improve the quality of life within our community. Through their expertise, officers continue to build partnerships with citizens in order to improve personal safety, protect individual rights, protect property, and promote individual responsibility and community commitment. One new way that we are reaching out to the community is through our Web Site, www.brooklinepolice.com. Besides the

seven major sections that can be explored on the site, immediately upon entering our site there is a News Section, Police Advisory Section, a Moving Violation List, and a Brookline's Most Wanted Section.

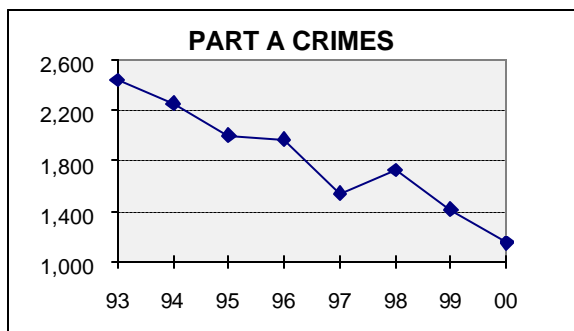
The Department is committed to reducing crime through the use of Community Policing Problem Solving techniques. Through the use of crime analysis, we more efficiently and effectively assign patrol officers to locations where their service is most needed.



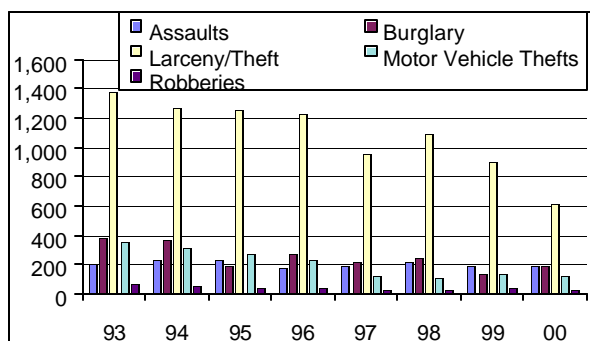
New Police Officers

The seven recruit officers that were hired last year have finished their initial field training period and are assigned to the Department's Patrol Division. They have gained the necessary experience that has allowed them to integrate into our highly skilled professional police force. However, due to the retirement of nine officers during the past year, our staffing needs are again depleted and we will have to hire to replace these officers in the Spring of 2001. Obviously, this is a continual problem all police departments face. Replacement hiring and training takes approximately one year. It takes this long for a new officer to be ready to start the probationary process and to be fit for street duty. It has been our experience that as soon as we hire and complete the training of officers, other officers have retired and it is necessary for us to start the process all over again.

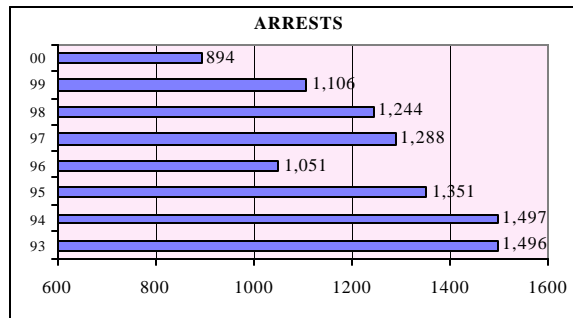
Through greater efficiency and effectiveness in utilizing our resources, we have been able to maintain the highest level of police services in the Greater Boston area. In 2000, we continued the downward progress in our crime rate that first started in 1992 (see chart).



Part A Crimes, which are reported to the Federal Bureau of Investigation each year, are defined as criminal homicide, rape, robbery, assault, burglary, larceny, and motor vehicle theft. Overall, Brookline experienced 263 less Part A Crimes between 1999 and 2000. During this period, the Department had a 19% decrease in robberies, but a 33 % increase in burglaries, and a 31 % decrease in Larceny/Theft. Motor vehicle theft decreased by 14.9 %. In 2000 our total Part A crime clearance rate was 37%.



During the year our officers arrested 894 persons for a variety of offenses. Although this number is lower than 1999, when we had 1,238 arrests, this decrease is due primarily to a decrease in the crime rate. During 2000 the overall crime rate decreased by 18.6 %. Our dispatch facility processed 40,793 calls for service, 10.5% fewer than last year.



To assist us in accomplishing our mission, we have joined the Massachusetts Accreditation Commission, with the eventual goal of being accredited by this body. The Commission is currently looking at over 250 standards proposed by the Massachusetts Police Accreditation Coalition, in order to be able to issue a set of professional standards for all Public Safety Departments. To ensure the carrying out of our departmental mission, we intend to adopt the high professional police standards being developed by this body. Toward this end, the Brookline Police Department is currently reviewing all of its policies and procedures as well as its departmental rules and regulations. We expect to request the Massachusetts Accreditation Commission to conduct a preliminary on-site assessment in the near future, with a full inspection to be conducted within a reasonable time thereafter.

During the past year we obtained \$256,763 in Federal and State grant monies. When combined with the \$851,000 from 1998 and the \$482,871 from 1999, \$1,590,634 in Federal and State aid was received over a three-year period. These monies have helped finance a number of departmental programs and equipment such as:

- ?? A new Windows-based NT computer system which replaced the obsolete 10 year-old Wang system.
- ?? A Digital Mug-Shot and Booking System, which includes an interface with the Arrest System.
- ?? A Digital Darkroom, which eliminated the need for film photography and allows electronic transmission of photographs, reports, and fingerprints to other Criminal Justice Agencies.
- ?? Superior Officer Training in Changing the Organizational Culture of our Department.

- ?? An In-Car video camera system.
- ?? A PowerPoint Presentation System.
- ?? Problem Solving Software and Hardware System.
- ?? A new Parking Ticket System.
- ?? An Evidence Tracking System.
- ?? A Detective Case Management System.
- ?? A Detail Assignment and Billing System.
- ?? A Field Interview System.
- ?? A Restraining Order Tracking System.
- ?? A Towed Vehicle System.
- ?? An Incident Management System.
- ?? A Police Scheduling System.
- ?? A new Computer Aided Dispatch System.

In the past year, the Department interfaced the AFIS Live Scan Fingerprint System to the State Database, which allows us to obtain a positive identification of any subject arrested who is in the Massachusetts or FBI database. This search takes less than 10 minutes.



Community Police Officer

We implemented a Department-wide annual survey and evaluation of the previous year's In-Service Training, allowing for a proper determination of the training needs for the year for all members of the Department.

Each officer receives a minimum of 48 hours of In-Service Training each year. This past year officers received instruction in the following core areas: CPR/First Aid, day and night firearms training, use of force and defensive tactics, training in the use of

the new CAD System, training in racial profiling that was conducted by former Assistant Attorney General John Scheft, training in the new Live Scan Booking System, and field sobriety test training.

In the past year, the Department sponsored three Citizen Police Academies that educated 64 citizens from our community. These people were familiarized with all of the operations of our Department. We also continued our High School Citizen Police Academy Program and held a Senior Citizen Police Academy for the second year. Over 250 citizens from our community, ages 16 through 90, have graduated from our Brookline Police Citizen Academies. Our Academies continue to be a model for other police departments interested in starting similar programs.



DARE cars

Our DARE Program taught the Sixth Grade DARE Curriculum in all of our grammar schools and the DARE High School Curriculum in the Ninth Grade at Brookline High School. During the Summer, the Department's DARE officers also conducted four Basketball Clinics, each of which were one-week long. The clinics were for local children from grades five through eight.

In conjunction with Brookline Trial Court and its Probation Department, we have further developed and coordinated B.E.S.T., the Brookline Evening Surveillance Team, that conducts home visits during weekend and evening hours. This program is utilized only when needed. B.E.S.T. ensures citizens that past offenders are being properly monitored once they have been released back into our community.

Also, in partnership with the Brookline Probation Department, we have continued the Department's Graffiti Initiative Program. Through this program, individuals whose court probation includes performing community service are used to remove graffiti from around the Town. These subjects are supervised by police officers while performing their

community service on Saturday mornings and after school.

The Department also collaborated with both schools and social agencies in furthering the prevention of domestic violence through intervention and education. We actively participated with the Brookline Domestic Violence Roundtable on a Domestic Violence Intervention Project, which educates children about this devastating crime.

The Detective Division, through its pro-active Warrant Apprehension System, targets subjects wanted for Part A crimes in order to significantly reduce recidivism. In the past year, over 100 warrant apprehensions were cleared through this program. Our Detective Division also continued to track offenders living or working in Brookline who had recently been released from correctional institutions. The Detective Division continues to screen serious cases in order to ensure that cases are assigned to personnel according to their specific skills and training.

In partnership with the School Department, we have further developed our School Bus Safety Initiative Program. In this program, our Safety Officer rides school buses in order to observe operation and to correct any present or potential safety problems. The Safety Initiative Program also includes another police officer who, working in conjunction with the Safety Officer, follows along behind the school buses in order to cite any public safety violations. A companion program to our School Bus Program is our continued inspection of the interior, exterior, and mechanical safety of all licensed Brookline taxis.

In all activities within our Department, partnership and crime prevention are extremely important factors. Through the building of partnerships, we have been able to provide a number of community programs and services. This year we partnered with the Anti-Defamation League in declaring Brookline a "No Place For Hate Zone". In cooperation with town business people, the Brookline Health Department, and the Brookline Rotary Club, we operated an Operation Conehead Program which was designed to encourage the wearing of helmets by youths when riding bicycles. We also conducted our Third Annual Bicycle

Rodeo with over 100 participants receiving education in bicycle safety.

Through the promotion of various instructional seminars and meetings, the Community Service Division has expanded our Neighborhood Crime Watch Program. The Domestic Violence Roundtable includes 36 different agencies and continues its pro-active activities in assisting victims of crime. The Department also debuted a half-hour, bi-weekly Brookline Police Access Television call-in-show, titled "Blue View." This program discussed many of the major issues facing our Department and the community.

Through the use of discretionary coordination, the Department referred youths to the Diversionary Program, an alternative to the use of court for youths who have no previous record and have committed certain minor offenses. This program had an extremely high success rate, which means that most youths successfully completed the program without recidivism. This partnership program also includes home curfew checks of youths assigned to this program.



Police vehicle at the Annual Flag Day Parade

Whether it be our D.A.R.E Program, our Walk and Talk Program, or any other activity in the Department, in most cases partnership and crime prevention are important elements in ensuring success. Examples of crime prevention activities include the close monitoring of the sale of alcohol, which included the use of minors purchasing alcohol in Sting Operations, as well as aggressive follow-up on liquor complaints. In the past year, 88 liquor establishments were inspected and 16

complaints against these establishments were investigated. The Department's Alert Program placed warning flyers on motor vehicles located throughout the Town that contained information on how to protect valuables inside cars and to reduce motor vehicle theft. We also distributed business crime prevention booklets at community gatherings that advised and educated citizens about crime. We also assigned Operating Under the Influence of Intoxicating Liquor cars on weekends in order to engage in selective enforcement at both high accident and high OUIL arrest locations.

Crime prevention and apprehension of offenders obviously is important, but inspectional activities are also essential if we are to continue to maintain the high quality of life within the Town. All school

buses and taxicabs were inspected for safety and licensing requirements; a Patrol Lieutenant was assigned to the so called "Ad Hoc Committee" which investigated illegal rooming houses and building, fire, and other code violations in the Town; and the inspection of rooming houses (this includes fraternity houses) was continued throughout the year.

The Brookline Police Department is dedicated to increasing its Community Policing activities and its service to all people living in, working in, or visiting the Town of Brookline. It is the embracing of the previously described Community Policing activities that enables us to prevent and reduce crime and to assist in maintaining the exceptional quality of life throughout the Town.

Fire Department

The Brookline Fire Department is composed of six divisions with a total authorized strength of 173 uniformed and civilian personnel. It provides Fire Suppression, Rescue, Fire Prevention, Safety Education, and Emergency Medical Services to the citizens and visitors to our community .

Administrative Division

The Administrative Division consists of the Chief, a Captain, an Office Manager, and two Senior Clerk/Typists.



Chief English and his wife

The year 2000 proved to be one of the more significant years in the history of the Brookline Fire Department. The principal item of note is that Chief Robert English retired on July 31, 2000 after a 30-year career and serving as Fire Chief since November of 1986. All members wish him a long and healthy retirement. His contributions to the Brookline Fire Department, as well as to the Metrofire Mutual Aid District where he served as treasurer, will be remembered for years to come.

The Board of Selectmen appointed Deputy Fire Chief John E. Spillane as Fire Chief effective August 1, 2000. The 23-year veteran of the Department has served as Deputy Chief in charge of the Fire Prevention Division since 1992.

Deputy Chief Peter Brennan retired on September 30, 2000 after a distinguished 32-year career and having served as a Deputy Chief since 1983. Firefighters Richard Arsenault and Stanley Carter retired on July 31st and had 31 and 32 years of service, respectively. Two other members resigned to take positions with the Boston Fire Department. There were no new appointments during the year.

The following members were promoted: Captain Peter Skerry to Deputy Chief on August 7th, Captain Robert Moran to Deputy Chief on

November 27th, Lieutenant Robert Ward to Captain on August 7th, Lieutenant Joseph Ward to Captain on November 27th, Firefighter Robert O'Reilly to Lieutenant on August 7th, and Firefighter Michael Sullivan to Lieutenant on November 27th.

A number of the projects that Chief English spent the last few years working on came on-line just before and just after his retirement. The addition of a new apparatus bay on the east side of Fire Station 1 capable of housing a modern aerial ladder truck was finished in the early Summer. The new addition and the materials used for its construction blend in so well with the existing historic structure that many people passing by are unaware that any change was made. In addition, interior renovations, including the provision of bunking, shower, and restroom facilities for female firefighters, were also completed. Reinforcement to the apparatus floor at Fire Station 4 was completed in July. This will allow this station, which was opened in 1930, to safely house modern equipment that is significantly heavier than that for which it was designed. The new apparatus for Engine 4 was received on May 30th. After two months of training and preparation, and upon completion of the station reinforcement, it was placed in service on July 23rd.



Fire Department staff days before renovations began

The plans for the combined Public Safety Headquarters building were finalized and funds for construction were appropriated at the Special Town Meeting on November 14th. Once the funding for the project was approved, Fire Headquarters (Station 2) was closed on November

20, 2000 after 128 years of continuous use. Ladder Company 2 was transferred to Fire Station 1 where it will be located with Engine Company 1 and the Shift Commander. The Office of the Fire Chief, the Administrative Officer, and the Fire Prevention Division were relocated to the temporary headquarters facility at the Old Lincoln School building at 194 Boylston Street. The Fire Alarm Division dispatchers also moved there and are co-located with the Police Department dispatchers. The Fire Alarm Signal Maintenance Division moved to temporary quarters in the lower level garage at Fire Station 4.



Ladder Company 2 awarded Medal of Honor (left to right: Chief Spillane, Captain Babcock, John Rogers, Tom Gregorie, Kevin Francis, Joe Canney)

The members of Ladder Company 2 - Group 1 were presented with the Medal of Valor by Governor Argeo Paul Cellucci at a ceremony held in Mechanics Hall in Worcester on October 28, 2000. Captain Fred Babcock, Firefighters John Rogers, Thomas Gregorio, Kevin Francis, and Joseph Canney were cited for their actions at the terrible fire of February 9th at 200 Boylston Street in Newton, which resulted in five fatalities. These members were also honored with Medals of Valor by the American Legion at their convention in Plymouth on June 9th.

The last collective bargaining agreement with Local 950 contained language requesting a study to examine various options for providing EMS, including the feasibility of the Fire Department increasing its role up to and including transport and advanced life support. On December 5th, the Tri-Data Corporation of Arlington, Va., was

awarded a contract to study the delivery of Emergency Medical Services in the Town. The study began in December and is expected to be completed by April, 2001.

One result of the Worcester fire tragedy of December, 1999, in which six firefighters died, was recognition that many of the Commonwealth's fire departments did not have the financial resources to purchase the most modern firefighter safety tools and equipment. It was also noted that additional assistance in firefighter training was necessary. The Legislature responded by appropriating \$10,000,000 for the Executive Office of Public Safety's Programs Division to create the Firefighter Safety Equipment Grant Program. Under the title "Firefighter Safety and Survival - 2000 and Beyond", \$200,000 has been earmarked to the State's Department of Fire Services to provide specialized training in safety, rescue, and survival. Several members of this Department have already attended the specialized training and have brought this information back to Brookline.

Every department received the opportunity to apply for these grants. There is a base grant of \$13,000 to be used toward the purchase of a Thermal Imaging Camera, a device designed to allow a firefighter to see through smoke, if the fire department so chooses to purchase one. In addition, each department would then be eligible for an additional grant based on the population group the community was in. The Brookline Fire Department has been able to secure a grant of \$ 66,974 through this program. Our funds will be used to purchase four additional Thermal Imaging Cameras and replace and upgrade firefighter PASS (Personal Alarm Safety System) devices and lights. With the devices donated by the Fireman foundation in 1999, we will now have a Thermal Imager in each Brookline fire station.

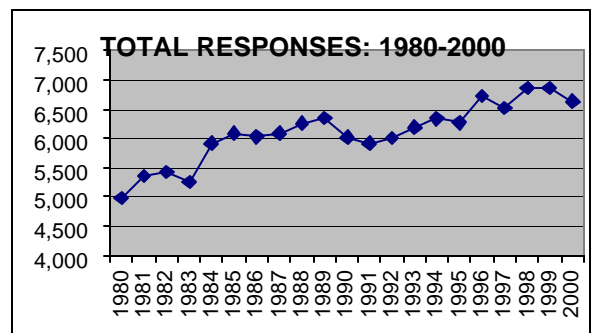
The Fire Chief is also the Local Emergency Management Director. A number of meetings were held during the year to deal with other issues that relate to the overall safety of the community. Foremost among these was the appearance of the West Nile Virus in Brookline, a matter to which Dr. Balsam of the Health Department devoted a tremendous amount of energy to balance public health concerns with the need for spraying. An additional item, which was of major concern, was the issue of repeated power outages throughout

the Town during the Summer of 2000. An attempt to resolve the problems with representatives of Boston Edison/NSTAR has led to a proposed Memorandum of Agreement between the Town and the utility, which is presently under review. This would deal with the subjects of communication between the utility and Town officials, immediate notification when unscheduled power outages occur, and quarterly updates of staff and emergency contact numbers.

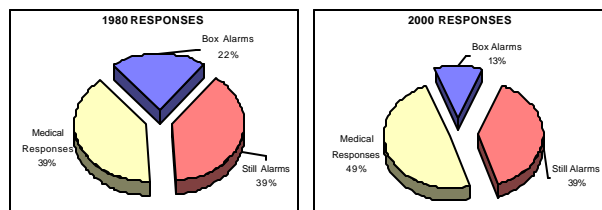
The U.S. Department of Justice, through the Massachusetts Department of Public Health, conducted a survey to determine the ability of the Town to respond to the threat of biological, chemical, and radiological emergencies. In addition, local Fire and Health Department officials attended a workshop sponsored by the DPH in October. The Massachusetts Emergency Management Agency (MEMA) is now in the process of working with the Town on a "Needs and Capability Assessment" study. The results may provide the opportunity to obtain funds for training and equipment to deal with an incident involving Weapons of Mass Destruction (WMD), such as chemical, biological, or radiological agents.

Fire Suppression Division

The Fire Suppression Division composes the largest segment of the Department. It has an authorized strength of four Deputy Chiefs, seven Captains, 21 Lieutenants, and 120 Firefighters. There are four working groups in five fire stations manning two Ladder Companies, five Engine Companies, and a command vehicle. With the closing of Station 2, Ladder 2 has been permanently relocated to Station 1.



There were 6,639 incidents in 2000, a slight decrease from the previous year, but still ranking as the fourth busiest in the Department's history. These incidents involved almost 10,000 individual company responses.



Emergency medical services continue to be a large part of the Department's work, with 3,286 of the responses having a medical incident number assigned to it. Of 63 incidents classified as building fires or building and content fires, all were confined and extinguished in the room or area of origin, with only two requiring additional help beyond the initial response. On January 27th, a working fire in a single family dwelling at 16 Cedar Road resulted in extensive damage. On the evening of September 29th, a two-alarm fire in the building housing the Village Post Office at 209 Washington Street resulted in fire damage to the second and third floors. There were several firefighter injuries, but no civilian injuries or deaths at either fire.

Fire Prevention Division

A Deputy Chief, a Lieutenant, and two Firefighter/Inspectors staff the Fire Prevention Division. The Division has the responsibility of overseeing the enforcement of the Massachusetts Laws and Codes involving fire safety. They work closely with the Building Department on plan reviews and undetermined or suspicious origin. All members assigned to the Division take part in continuous training through seminars provided by the State Fire Academy, the Fire Prevention Association of Massachusetts, the Massachusetts Chapter of the International Association of Arson Investigators, and the Metro Fire/Arson Investigators Association. One member attends the Annual Juvenile Firesetting Conference to keep abreast of renovations, which may involve fire protection issues. Members of this Division also do the investigation of all building fires and any fire of

inspections for all new construction and the latest recommendations dealing with this problem.

The Department was the recipient of a State grant of \$6,800 under the S.A.F.E. (Student Awareness of Fire Education) Program in 2000. The management of this program has been moved from the Training Division to the Fire Prevention Division where it can be more effectively coordinated. Several members of the Department have attended the required classes to be certified as S.A.F.E. instructors. Fire safety educational programs are then brought into the public schools and given to all of the children in the same grade level throughout the Town.



SAFE Program

Additional duties performed by this Division include the quarterly and annual inspections required by local and state regulations for a number of licensed occupancies. This office does the scheduling and co-ordination of almost 1,000 smoke detector inspections that are conducted each year for the sale of residential properties within the Town.

Training Division

A Deputy Chief, a Captain, and a Lieutenant staff the Training Division, responsible for initial recruit training and continuing education and training needs of the Department. In addition, this Division, in cooperation with the Maintenance Division, conducts the required testing of hose, ladders, and apparatus. Training has been conducted in the last year on Ice Rescue, Cold Weather Emergencies and Operations, Foam

Operations, and the use of the new Akron foam equipment. Annual Cardiopulmonary Resuscitation (CPR) recertification and semi-annual defibrillator recertification is also conducted by this Division.



Firefighters in training

Two Emergency Medical Technician (EMT) refresher courses were run with the assistance of Fallon Ambulance Service. Extensive training on new Engine 4, which was received on May 30th, was given for several weeks before it was placed in service at the end of July. This vehicle is a 1,500-gallon per minute pumper carrying a 500-gallon water tank with a 75-foot aerial ladder. A major accomplishment of the Division was the acquisition of a grant from the International Association of Firefighters to train almost one-half of the Department in hazardous materials to the "Operational Level". We have expectations that a grant to complete the remainder of the Department is likely for the Spring of 2001.

We hosted a workshop in December for the Executive Office of Public Safety on the State Firefighter Safety Grant Program, which was attended by representatives of almost two dozen

fire departments. Our long time cooperation with the Boston Fire Department continues to benefit both agencies. Several of our companies were able to receive specialized Hazardous Materials Decontamination training as well as training in ladder company ventilation operations at a roof simulator at the Boston Moon Island complex. Boston has used our training tower for recruit ladder and rope rescue evolutions. The Newton Fire Department has also used our facility on a number of occasions.

Apparatus Maintenance Division

A Motor Equipment Foreman and Motor Equipment Repairman staff the Apparatus Maintenance Division. The repair and servicing of our seven first-line pieces of apparatus, various staff, auxiliary vehicles, and reserve equipment is performed at the repair facility located at Fire Station 1. In addition, this Division performs repair of breathing apparatus and small equipment. The new Engine 4 was received and the training and testing of the Department members was overseen by this Division prior to its being placed in service on July 23rd.



New Engine 4

Testing of all pumping apparatus was conducted in August with the assistance of the Training Division and a number of deficiencies were found. The most serious was with Engine 5 (1983 Mack) which failed the pump test. After some additional problems were discovered, it was sent out for a pump overhaul, installation of a new water tank, and electrical work. This was the first of a number of breakdowns which occurred in some of the

older apparatus. Reserve Engine 2 (1976 Pirsch), which had been in service for Engine 5, suffered a major motor failure that required a complete rebuild. The former pumper used by Engine 4 (1979 Pirsch) required extensive cab and body repairs to be roadworthy. These were done and the vehicle was placed back on the roster in December as reserve Engine 8. Chief Edward Murphy of the Newton Fire Department was kind enough to loan us two spare pumpers when needed.

Our two 105' aerial ladder trucks were tested by Underwriters Laboratories during the Summer. The value of the testing was proven when a flaw in a weld was discovered on Ladder 2. The repairs were made by the manufacturer under warranty at no cost to the Department; however it did result in the aerial ladder being out of service until the repair could be made. All of the ground ladders were also tested by an independent agency and repairs were made as needed. Plans are being drawn up for the next generation of fire apparatus. The focus on these vehicles will be on safety, maneuverability, dependability, and corrosion resistance.

The breathing apparatus maintenance and service program continued with the upgrading of facepieces and testing of the regulators and alarm devices so that each firefighter knows that his equipment can be relied on.

Fire Alarm and Communications Division

Our Fire Alarm and Communications Division consists of the Superintendent of Fire Alarms who is assisted by a Signal Maintainer. They are responsible for the upkeep of the municipal fire alarm and communication system. As part of the either agency.

Public Safety Building project, these individuals had to coordinate all of the work for the temporary relocation to ensure that no alarms were missed and any system emergencies were repaired quickly. In addition, several thousand feet of aboveground and underground cable were installed as part of the relocation project and for several new buildings which were connected to the municipal system. Cable transfers as a result of utility pole replacements and emergency repairs due to knockdowns are also part of the responsibilities of this Division.

A Senior Fire Alarm Operator and four Fire Alarm Operators receive all alarms and emergency calls, dispatch, and handle radio communications with units in the field. In November, the fire alarm dispatch office was relocated to a temporary facility in the Old Lincoln School. One of the first phases of the Public Safety Headquarters project was the installation of new radio equipment. This involved new primary and backup radios as well as new repeaters located throughout the community. This replaces radio equipment installed in the early 1980's which had become obsolete and expensive to repair. A new hard-wired communications system between the fire alarm office and fire stations was also installed as part of the project.

Plans for the operations of the new dispatch facility and the creation of a Public Safety Dispatcher position have begun. The intent is to have the new positions take the place of the present system of Fire Alarm Operators only doing fire dispatching, Police Officers doing police dispatching, and 911 call-takers only taking calls. The Police Officers will be freed for patrol or other duty, and the new Dispatcher personnel will be trained to be able to handle the call-taking and dispatch duties for

Building Department

The Building Department's charge is to oversee all construction, alteration, repair, and demolition throughout the Town. The Department reviews and issues permits for construction, repair, remodeling, and demolition and also issues certificates of compliance and occupancy. The Department staff enforces by-laws and regulations

related to zoning, building, plumbing, gasfitting, electrical, fire safety, sprinklers, and demolition. The Department performs the annual inspection of lodging houses, places of assembly, parking facilities, and common victualler locations prior to their license renewal.

This Department is also responsible for the repair and maintenance and capital improvement program for town and school buildings. In addition, the Department is responsible for the daily operation of the Town Hall, the Health Center Building, and the Police Station.

The Building Department issued 6,865 permits in 2000. There were 73 new buildings built, 42 additions, and 1,891 alterations permits issued along with an enormous number of other permits issued for various other types of building construction, as shown in the table below.

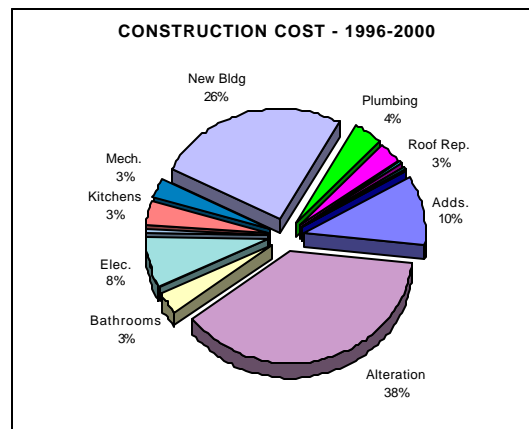
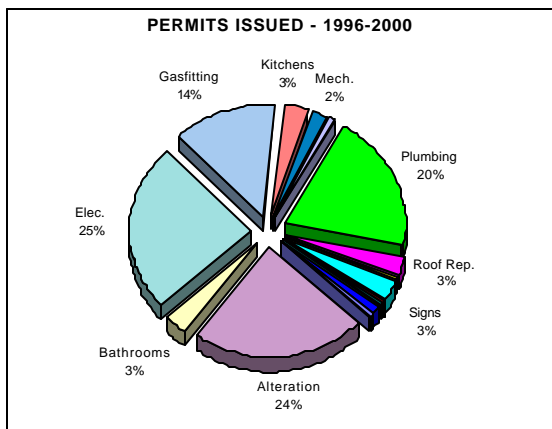
Type of Permit	1996		1997		1998		1999		2000	
	Number	Construction Cost	Number	Construction Cost	Number	Construction Cost	Number	Construction Cost	Number	Construction Cost
Additions	39	4,328,971	42	17,833,540	54	7,222,331	45	11,397,701	42	6,701,099
Alteration	1,112	24,542,294	1,197	32,529,048	1,166	26,390,059	1,166	48,923,936	1,891	51,824,598
Bathrooms	153	1,770,839	153	1,796,661	178	2,254,986	212	4,918,855	179	3,416,387
Electrical	1,232	5,733,224	1,203	6,374,699	1,337	6,400,377	1,389	8,061,251	1,671	9,947,607
Gasfitting	719	785,905	775	888,767	766	770,361	803	1,001,113	867	1,030,758
Kitchens	170	2,217,382	163	3,345,778	202	3,031,140	176	4,151,590	189	3,509,407
Mechanical	115	1,580,905	157	3,699,252	134	2,998,827	133	2,690,964	124	3,170,486
New Building	74	14,185,440	14	15,037,201	38	38,011,739	18	26,406,600	73	29,260,879
Plumbing	1,047	2,953,767	1,112	4,230,365	1,194	3,134,073	1,160	3,986,300	1,160	4,685,325
Roof Repair	130	2,292,049	176	2,328,474	165	2,649,107	109	3,451,116	173	2,952,629
Siding	30	258,797	23	143,956	33	338,690	13	200,387	20	280,941
Signs	184	149,090	167	218,550	189	169,314	142	112,742	94	58,540
Sprinkler	20	67,900	46	1,473,197	28	739,760	19	916,800	6	486,750
Swimming Pools	5	103,900	4	83,556	8	303,000	4	153,000	13	329,349
Temporary	4	11,700	6	9,375	6	13,000	2	19,000	76	397,540
Temp. Tents	21	76,322	6	44,217	48	168,433	103	154,464	144	1,134,781
TOTAL	5,005	61,058,485	5,244	90,036,636	5,546	94,595,197	5,494	116,545,819	6,722	119,187,076

OTHER CERTIFICATES ISSUED

	1996	1997	1998	1999	2000
Occupancy Certificate	278	234	232	216	324
Certificate of Inspect	303	335	408	389	398
Builders Licenses	257	256	235	167	202
TOTAL	838	825	875	772	924

The pie charts below show the percent each of the categories comprise, both in number of

permits (left) and the associated construction cost (right), for the period 1996-2000.



Major projects included:

- ?? Oversaw the construction for 21 new residential dwelling units on Kent Street.
- ?? Oversaw the construction of 17 units on the former Sewall School on Cypress Street and issued permits for the construction of 14 Town Houses on the same location.
- ?? Oversaw the construction of the Senior Center on Winchester Street, completing it within budget.
- ?? Oversaw the construction of 15 residential dwelling units at 30 Longwood Avenue.
- ?? Oversaw the construction of five new single family residences on one lot on Newton Street.
- ?? Oversaw the conversion of an industrial shop on Cameron Street to six new residential units.
- ?? Oversaw the addition to Fire Station #1 (Brookline Village) which allowed Ladder #2 to be moved there from Fire Department Headquarters.
- ?? Began work on the renovations and additions to the Police and Fire Stations on Washington Street.
- ?? Began work on the renovations and addition to the Main Library on Washington Street.
- ?? Issued permits for the renovations and conversion of the former State Public Safety Building at 1010 Commonwealth Avenue into a commercial office building.



Building Commissioner Nickerson at the Annual Flag Day Parade

Public Buildings

The Public Buildings Division of the Building issued about 3,000 service orders this year to various consultants and contractors providing a wide variety of services to the Town. The support staff, which includes 10 tradesmen, perform all other minor and mid-size projects.



Baker School Extension

The Baker School was completed and the staff and students were relocated to the building after a one-year absence. A new library/cafeteria wing was added while lights, floors, and the heating and electrical system were replaced. At the Baldwin School, a new handicap toilet and doorway were installed to provide access, and a new sprinkler and Fire Alarm system was installed in the Summer. The new system replaced the existing 70-year-old system. The Old Lincoln School was remodeled to accommodate the Police and Fire Departments as their respective buildings went under renovation and construction. New doors, security, and modifications to offices were made in order for the former school building to be more public and user friendly. The Police and Fire Departments will remain at the Old Lincoln School until the New Public Safety Headquarters is completed in about one year. After that time, they will return to the building and the Old Lincoln School will be remodeled once again in order for it to meet the needs of the Lawrence School when their students and staff move into the building.

The Devotion School had many classrooms re-carpeted and painted in the 1950 wing. New windows were installed to replace the old style

hopper windows that had finished their useful life. The Driscoll School had new flooring installed in the lower main corridor and in the LGI. An upgraded burglar alarm system was installed over the Summer. At Heath School, rooms and doors were painted and some track lighting was installed in various parts of the building. At the Runkle School, the main office was renovated and many classrooms were painted. Two new burners were installed on the boilers.

Since the Lawrence School is scheduled to be renovated, repairs were limited to only what was needed to keep the building functional, safe, and clean. This included some minor painting and repairs to doors. The Pierce School had a new 5,000 gallon oil tank installed in the front of the building as well as new dual fuel burners. At the Primary building, a 40 year-old, unused oil tank was removed. The Town received a \$12,000 reimbursement check from the State for this removal. The High School had mostly clean-up work done which included the painting of many areas.

The Town's three painters, with help from several part time staffers, painted every School Building and also some Town Buildings. Painting included offices, classrooms, and other spaces.

For Town buildings, the Building Department has been working closely with the Library Director on the Library Renovation project. That project is underway. In the meantime, the library staff has relocated to the Putterham Library and the Coolidge Corner Library. It is anticipated that this project will be completed in about 18 months.

Several Fire Stations were painted this year and some toilets were renovated. The work that was

planned for the new Police/Fire Headquarters Building is now coming to fruition. The project is well underway and work is proceeding well. The Library branches had some painting done and the Coolidge Corner Library had new rear and side doors installed to make the building more handicap accessible. The Health Department had a new front entrance, ramp, and handicap lift installed to make the building totally accessible.

At the Town Hall, a new partition was installed in the Town Clerk's Office and in the Treasurer's Office. New furniture was installed in these spaces as well, with new furniture installations being planned for the rest of the building. The Department is working with the other Town Department's who are getting furniture in the next year. An energy management system was installed with spare parts from the Baker School at the Lynch Rec. Center to provide coverage and control at the building.

The Town is still under the existing electrical supply contract with Exelon Energy. Although there have been some conflicts with Exelon, the supply has not been interrupted and the Town is expecting to save almost \$200,000 versus staying with Boston Edison (NSTAR).

On the technology front, the Building Department began using the Town's new permitting application, PermitsPlus. In addition, the Department, in coordination with the Town's Information Technology Division, implemented a pilot on-line permitting system where contractors could apply for and pay for (using a credit card) electrical permits. Visit www.townofbrooklinemass.com for more information.

Building Commission

The Building Commission, in accordance with Article 3.7 of the Town By-Laws, participates in the selection of design consultants, reviews and approves plans and specifications, receives proposals, awards contracts, and maintains supervision of the Town's building program. The Building Commission works closely with the Board

of Selectmen and using agencies and commissions.

The Commission consists of five members who are appointed by the Board of Selectmen. The membership includes a registered architect, a registered engineer, an attorney, a licensed

builder, and a developer. Two staff people, who administer projects, and one on-site Clerk-of-Works serve as agents of the Commission. These three individuals act as the Town's day-to-day representatives for the projects and coordinate with various town agencies for study, design, construction, and major repairs to public buildings. The five volunteer Commission members are very dedicated to unselfishly sharing their talents, time, and leadership in order to help ensure the best possible outcome.



Building Commission

The Building Commission continued its involvement with the renovation of the Baker School. It was a very successful Summer in that the Baker School was ready to accept staff and students in September. This was a major undertaking by the Building Commission and the School Department. As part of this effort, all the programs impacted by the Baker School construction were moved back to their original spaces. The logistics of this effort proved to be complex since this involved the relocation of five programs and returning the temporary spaces back to their original condition. The Baker School contractor is still working on deficient work items in the school. This is an on-going activity and is being closely monitored by the Town and the architect. The Building Commission is hopeful that all work on the Baker School will be complete by the Summer of 2001.

Work on the Senior Center at 93 Winchester Street continued throughout the calendar year. Originally, completion of the facility had been planned for the Summer or Fall of 2000. A number of factors, including issues with finalizing

utility services and labor and materials problems, contributed to the delay. The Building Commission worked with the Council on Aging to prepare for the move by procuring equipment and furnishings, coordinating their installation, and preparing for relocation of staff and programs.



The Senior Center

Work on the Water and Sewer Garage continued through the Winter and Spring of 2000. By late Spring, the work was substantially complete and the Water and Sewer Department had complete use of the newly renovated facility. Construction had to be done in phases while the building was fully occupied. In the Summer and Fall, new fuel tanks were installed. The remainder of the year was spent de-bugging systems, completing punch list work, and finishing work on the emergency generator.

Work on the addition and renovations to Fire Station #1 also continued through the Winter and early Spring. Despite on-going issues with the masonry installation, the project was completed in early Spring, which allowed the Fire Department to relocate the Ladder Company from Station #2 in time for the start of the construction of the Public Safety Headquarters across the street from Town Hall. Shortly after the completion of Station #1, work began on the structural improvements to Station #4. The work of this project was needed to upgrade that facility to be able to house the new combination pumper and ladder truck, which was procured by the Town to better serve the safety needs of the community. By late Summer, all work at Station #4 was completed.

The design of the Public Safety Headquarters continued on schedule until early Fall. While that was underway, the Building Commission worked very closely with both the Police and Fire Departments to plan and execute the relocation of all operations to the Old Lincoln School building and the Public Health Center. The actual move itself took place during the month of November and was accomplished on-time and with few problems. This was a testimony to the hard work, planning, and teamwork between the Building Commission, the Fire Department, and the Police Department.

In early November, bids for the Public Safety Headquarters were opened. After approval by Town Meeting, work on the project began in earnest on December 1. By the end of the year, demolition was well underway and the contractor was gearing up to expand operations to meet the aggressive construction schedule.

Early in the year, the Building Commission worked with the Library Trustees and Board of Selectmen to finalize an amendment to the architect's contract for the design of renovations to the Main Library. Design work continued throughout most of the remaining part of the year and the project was bid in the Fall. Bids were opened on December 19 and were somewhat higher than anticipated. While all this was underway, the Commission worked closely with the Library staff to plan and begin the execution of the relocation of all operations out of the facility. The goal was to have the building vacated by the end of January, 2001 for turnover to the contractor. As the year drew to a close, the Building Commission continued to help identify additional sources of funding in order to address the issue of the bids being higher than the estimate.

In late Spring, the Building Commission worked with the School Committee and Board of Selectmen to begin the process of selecting an architect for the design of renovations and

additions to the Lawrence School. The process took longer than expected due to less than expected interest from potential applicants the first time the request for proposals was advertised. In addition, contract negotiations took longer than expected; but by December, the architect was on board and the schematic design was underway.

Design of HVAC renovations to the Driscoll School continued throughout the year. In the Summer of 2000, asbestos was removed from the existing heating system in anticipation of bidding the project in the near future. In addition, windows on the 1952 wing at the Devotion School were replaced during the Summer months.

The Building Commission worked on a number of smaller projects throughout the year. In the Summer, the following construction projects were completed: replacement of windows in the 1952 wing of the Devotion School, replacement of sprinklers in the Pierce Primary, and replacement of sprinklers and the fire alarm system in the Baldwin school. Design work continues for the following projects: accessibility of the Soule Recreation Center, accessibility of the Putterham clubhouse, sprinklers for the Heath School, network wiring of the Devotion School, and fire alarm systems for the Devotion School and the Pierce Secondary.

The Building Commission is involved with the Capital Improvements Program process by establishing and reviewing proposed capital expenditures for all Town buildings. This procedure includes an evaluation in terms of priorities, needs of the user agency, fiscal impact, and relationship to the comprehensive plan.

In the coming year, the Commission will continue to be involved with the Senior Center, Baker School, Lawrence School, Main Library, Public Safety Headquarters, and a host of smaller projects for what is expected to be a very busy and productive year.

Board of Examiners

The Board of Examiners was established under the Town of Brookline Building Code. Today this Board is established under the

Massachusetts State Building Code. The Board consists of three members (an engineer, an architect, and a licensed contractor) all

appointed by the Board of Selectmen. Presently, the Board members are Israel Katz, Chairman, and Barnett Berliner.

The Board meets monthly to hold licensing examinations to ensure that all work in the construction, alteration, removal, or demolition of buildings or structures in the Town is performed by qualified licensed persons. All of the meetings are conducted under the Open Meeting Law which requires notice of such meetings be posted to the public and that accurate records of the Board's proceedings be maintained.

During 2000, a total of 31 licenses were issued as follows:

9	Class A B C
1	B, F
4	C
2	C, D ,S
3	D
1	D ,F-Ltd , S
1	D, H-1, S
3	F-Ltd
4	F-Ltd, S
1	M
2	M, S

In addition to new licenses issued, 170 were renewed.

PUBLIC WORKS

The Department of Public Works (DPW) divides its multiple responsibilities for the management, maintenance, and operations of the Town's infrastructure among five principle Divisions: Administration, Engineering/Transportation, Highway/Sanitation, Parks and Open Space, and Water/Sewer. Each of these five Divisions is headed by a Director charged with staff, budget, and management responsibilities tailored to the specific public resource under their jurisdiction. Overseeing each of these Directors and establishing both long- and short-term policy direction for the entire Department is the Commissioner of Public Works, A. Thomas DeMaio.

Management Structure

This year marked the successful completion of a significant management restructuring first undertaken five years earlier. Andrew Pappastergion assumed a dual role, acting as Deputy Director of Public Works as well as continuing in his previous position as Director of the Water and Sewer Division. Many of the operational and budgetary responsibilities assigned to the Commissioner's office will now be expanded and receive greater professional scrutiny.

Following the appointments over the past several years of Peter Sellers and Peter Ditto to the positions of Director of Highway/Sanitation and Engineering/Transportation, respectively, a search committee was launched for a candidate to fill the position of Director of the Parks and Open Space Division. Erin Chute, the Town's former Conservation Officer, was the successful candidate. With her appointment, the Department has completed its senior management team. These dynamic professionals spearhead efforts to improve operational efficiency and response, as well as develop visionary initiatives that both upgrade and improve valuable town resources and infrastructure.

In addition to senior management appointments, Departmental restructuring created a middle management team responsible for coordinating operations and project development within each Division. In the past year, Operation Managers were hired for both the Highway/Sanitation and Parks and Open Space Divisions, James Pianka and Michael Quinn, respectively. Within the Engineering/Transportation Division, two new positions were created. David Friend assumed the role of Transportation Planner and will facilitate transportation reviews and studies in close cooperation with the Transportation Board and Public Works and Planning Departments. The position of Project Coordinator, filled by William Smith, will provide essential communication and project development links among the divisions of Public Works, as well as with other departments and the public.

Administrative Team

Situated in Town Hall, the Administrative staff is critical to the daily functions of the Department. These individuals deal directly with public queries regarding work schedules and permit issuance, while maintaining employee payroll and departmental budget/billing records. Deborah Baker and Cheryl Mavrikos serve the Water/Sewer Division in this critical role, while Eleanor Clancy, Betty Mulhane, and Cheryl Cherico work as an interdivisional team within Public Works. New to this team in 2000 was Deborah Manouk.

Public Guidance and Governance

Brookline citizenry play an integral role in Town management and programming through an appointed structure of official Boards and Commissions. The Department of Public Works operates within this vein of public participation, supporting the roles of specific project advisory or selection committees, targeted task forces, and boards or commissions with certain mandated authorities or controls. The following boards and commissions, whose memberships are appointed by the Board of Selectmen, work on a permanent

and prescribed basis with various Public Works Divisions: Park and Recreation Commission; Tree Planting Committee; Conservation Commission; Transportation Board; Solid Waste Advisory Committee; and the Trustees of Cemeteries. Examples of project-specific citizen groups active in Public Works projects included the Beacon Street Project Advisory Committee, the Hall's Pond Design Advisory Committee, and the Carlton Street Footbridge Consultant Selection Committee.

Website

Please visit the enhanced Town website at www.townofbrooklinemass.com for further information of Public Works programs, including rubbish and recycling schedules, hazardous waste procedures, and parking permits and policies.

Highway and Sanitation Division

The **Highway Division** of the Public Works Department provides for the maintenance of the Town's streets, sidewalks, tree lawns, public pathways, municipal and school parking lots, and paved play areas, along with other roadway appurtenances including curbside benches, litter baskets, fencing, and guardrails. In addition to the surface repair of streets, sidewalks, and pathways, the Highway Division is responsible for clearing snow, sand, leaves, litter, graffiti, and other unwanted debris from public ways and facilities.

The **Sanitation Division** of the Department is responsible for the provision of residential solid waste collection and disposal services for 13,000 residential customers and a recycling and recovery program that includes the annual collection of residential household hazardous wastes.

The **Fleet and Facility Services Section** is responsible for the acquisition, registration, inspection, and maintenance of all Public Works mechanized equipment. This section also furnishes automotive maintenance and repair functions, as well as providing statutory Motor Vehicle Inspection services for all other Town-owned automotive equipment with the exception of that operated by the Fire Department. This Section maintains the Town-owned fleet of 80

sedans, 50 light trucks, 7 front end loaders / backhoes, and 31 heavy trucks and their associated equipment such as plows, sanders, aerial lifts, hydraulic systems, and dump bodies, in addition to the maintenance of off-road construction equipment such as two brush chippers, four street sweepers, four pneumatic compressors, two pavement rollers, two forklifts, three large turf tractors, 14 stationary and mobile rubbish compactors, five sidewalk tractors, 12 equipment trailers, and one Zamboni. The Section is also responsible for managing the scheduled maintenance of the Municipal Service Center, the Transfer Station Complex, and the Parks and Open Space Maintenance Facility at Larz Andersen Park.

The **Traffic Systems Section** is accountable for the recurrent maintenance and repair of traffic-related roadway appurtenances, including traffic signals at 53 intersections. In total, this inventory is comprised of 1,115 individual signals, 250 Town-owned street lights, 2,500 parking meters, 28 school zone warning signals, 8,000 signs, and pavement markings on the more than 200 lane miles of streets throughout the Town.

The Town's Website (www.townofbrooklinemass.com) allows residents, through the "Requests/Comments" section, to report and/or comment on various aspects of the Division's responsibilities, including street and sidewalk repair, snowplowing, and trash collection.

Highway Division

The Division is responsible for the maintenance of more than 200 lane miles of asphalt roadways and 150 miles of sidewalks of varying surface types ranging from brick, concrete, and pea stone to a simple asphalt surface. In 2000, the Division continued its effort to make intermediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public, and to keep them clean and more aesthetically appealing. The Division continued its program of working in concert with contractual services to accelerate the replacement of sidewalks in areas of the Town where pedestrian traffic is heaviest and the sidewalks are in an advanced state of deterioration. The Division replaced large sections of cement concrete sidewalks along Beacon Street, Clark Road, Mason Terrace, Gibbs Street, Harvard Street,

Bartlett Crescent, Westbourne Terrace, Summit Avenue, John Street, and Colchester Street

Several large sections of asphalt sidewalks were replaced and/or resurfaced at locations that included Hammond Street, Freeman Street, Eliot Street and Brington Road. Granite curbing was installed on Dudley Road and Elliot Street, and bituminous curbing was installed on Parkway Road, Heath Street, and at the Heath School to help control the erosion caused by heavy rains and improperly parked vehicles.

The Highway Division continued to place strong emphasis on its street cleaning program through the use of two self-propelled vacuum scrubbers in commercial and other high-traffic pedestrian areas of the Town. The machines wet scrub the sidewalk and remove the accumulated dirt, litter, and grime that adheres to the concrete, asphalt, or brick surface. The Division also acquired a second small truck equipped with an eight cubic yard rubbish compactor to augment the Litter Collection Program. Separate management programs were developed for the commercial areas and the other public properties such as parks, playgrounds, and school grounds.

The effort to eradicate graffiti in the Town continued unabated throughout the year with the repeated over-painting of certain sites of recurrent vandalism, such as the pedestrian footbridge over Washington Street at Boylston Street and the MBTA underpass at Dean Park. Lighting was installed at the pedestrian overpass on Washington Street to further discourage vandals and graffiti artists at that location. The Division continued to dedicate staff on a full-time basis to the removal of graffiti and stickers from roadway appurtenances with a concentration of effort in the commercial areas of the Town.

The street sweeping program continued with the overnight cleaning of the commercial areas and the daytime cleaning of the residential sections of the community. The commercial areas are swept, on average, three times per week and the residential areas are swept, on average, once every three weeks.

Highway Division Craftsmen repaired several large sections of Highway fencing during the year and replaced more than 1,000 lineal feet of cedar post and rail fencing along Dudley Road adjacent to Reservoir Park. The Division contracted for the replacement of more than 1,000 lineal feet of

custom designed highway wood and steel guardrail fence along Lee Street at the approach to Boylston Street.

Sanitation Division

The Sanitation Division is responsible for the collection and disposal of residential and municipal generated solid waste, including recyclable waste products and household hazardous waste. The Division collected more than 13,000 tons of refuse and recycled more than 6,200 tons of collected materials including yard waste. The Sanitation Division, in close coordination with the Brookline Department of Public Health, also enforces Federal, State, and Local Environmental Rules, Regulations, and Ordinances pertaining to the disposal of Solid Waste in the Town.

The trash pick-up schedule can be viewed on-line at www.townofbrooklinemass.com.

Code Enforcement Program

The Department of Public Health and the Department of Public Works' Sanitation Division Enforcement Staff have worked cooperatively with Brookline's Information Technology Division to further develop the on-line complaint system for residents. The intent of this effort is to ensure the timeliness of the Department's response and to provide a flow of information between residents and Department personnel.

The Sanitation Division Enforcement Program worked cooperatively with both the Department of Public Health and the Police Department to permit and monitor the operations of all private companies collecting and transporting waste within the Town. This effort has resulted in the permitting and inspection of the equipment used by 40 private waste hauling companies doing business throughout the Town. This permitting authority gives the Town much needed control over the waste hauling and collection practices of these companies, thereby ensuring compliance with rules and regulations that are intended to promote and protect the quality of life that Brookline residents desire.

This year the code enforcement program continued to focus on two major areas of concern to residents. The first effort was to gain compliance with the requirement that all curbside collection materials be placed out in

containers that minimize debris remnants. The second effort, associated with the upgraded permit program, was the restriction of collection times by companies so that they were in compliance with Town By-Laws pertaining to noise and hours of operation.

The Code Enforcement Section issued more than 850 warning notices and citations to chronic offenders of the Town's Public Health By-Laws. As a result of previous years' efforts, the number of complaints concerning rodent infestations has declined sharply as the Town has seen a significant improvement in the cleanliness of both public and private properties.

Fleet and Facility Services Section

The Fleet and Facility Services Section of the Highway Division is responsible for the acquisition, inventory, inspection, maintenance, and disposal of all mechanized Public Works equipment, with the exception of the Water and Sewer Division's equipment. In addition, the Fleet Services Section maintains and inspects all other automotive equipment within the Town, except for equipment operated by the Fire Department. The Section is also responsible for the routine maintenance and management of the Municipal Service Center, the Transfer Station Complex, and the Parks and Open Space Maintenance Facility at Larz Andersen Park.

The Fleet and Facility Services section researched and prepared procurement specifications for the acquisition of more than \$700,000 in Capital equipment for the Department. Included in these acquisitions were one 15,000 GVW Eight Cubic Yard Rubbish Packer; two 65,000 GVW 31 Cubic Yard Rubbish Compaction Trucks; one Street Sweeper; two 8800 GVW Pickup Trucks with Plows; two Administrative Sedans; two 11,000 GVW Dump Body Trucks with plows and sander; two Sander Bodies with Electronic Controls; Massachusetts Vehicle Emission Inspection Equipment; and an automated Fleet Management system. In addition, several items of automotive shop equipment, together with several pieces of turf maintenance equipment, were procured.



One of the Fleet's trucks

Preventative maintenance programs for automotive equipment were further refined and intensified to both preserve the value of the equipment and ensure the operational efficiency of each unit of mechanized equipment. The training and education of shop personnel remained a priority with Ford Motor Company instructors conducting training at the Municipal Service Center. Personnel from other communities joined Brookline technicians for these multiple week intensive courses. Employing the knowledge gained from these classes, the Highway Division continued to use the Ford Warranty Station Certification to complete warranty repairs in-house and recover the costs directly from the manufacturer.

The Division recovered more than \$5,000 from Ford Motor Company to offset the expenses incurred as result of completing warranty repairs. The completion of warranty repairs on-site allows the Division to complete repairs more rapidly and return the vehicle to service as quickly as possible and thereby minimize the down-time of equipment.

In anticipation of an inspection by the Massachusetts Department of Environmental Protection, the Division implemented several programs and practices designed to bring the Department's facilities into compliance with the newly established standards. The maintenance facilities were inspected by the DEP during the Summer months and were found to be in compliance with all significant rules and regulations.

Traffic Systems Section

The Traffic Systems Section is accountable for the maintenance and repair of traffic-related appurtenances along the roadway. These include traffic signals, Town-owned street lights, school zone warning signals, pavement markings, street and regulatory signage, and parking meters.

The Section installed the remaining 470 electronic parking meters to complete the fourth year of the Town-wide 2,500 unit meter replacement program.

In 1999, the Highway Division contracted with North East Energy Services Company and Boston Edison to acquire energy reduction grant monies, available to cities and towns across the Commonwealth, to encourage the replacement of incandescent traffic signal bulbs with energy efficient, light emitting diode bulbs. The Traffic Systems personnel acquired these LED modules and completed the installation of the more than 1,100 units in the first half of 2000. Street lights and traffic signal appurtenances across the Town were cleaned, sanded, and painted by Highway Division personnel in an on-going effort to improve their maintenance and to enhance their effectiveness and the quality of their appearance.

Audible pedestrian signals were installed on Beacon Street at both the Coolidge Corner and St. Mary's MBTA crossings. These initial two installations serve as test locations that will allow for the evaluation of these devices before proceeding with installations elsewhere in the community. These devices audibly identify the location of the device, the geographic location of the signal, and the status of the walk light. In addition, these installations provide a visual countdown display of remaining time allocated to the "WALK" cycle.

The Section contracted for the acquisition of 17 custom designed School Zone warning signals to replace the poorly functioning vintage 1970 signals at schools across the Town. These devices will be installed by Division personnel early in calendar year 2001 and will provide a much enhanced visual warning to motorists as they enter school zone areas.

Water and Sewer Division

The Water and Sewer Division operates and maintains the Town's water and wastewater utility systems. Consisting of 355 miles of main piping and appurtenances, these systems provide the local population with reliable drinking water for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is done in strict accordance with all Federal, State, and local laws, ordinances, and regulations that promote the health, safety, and welfare of the community.

Under the leadership of the Director, the Division's administrative staff efficiently and courteously handle all water and sewer business functions, including payroll, accounts payable, licensing, permitting, and customer relations. Over 2,500 requests for information and assistance and nearly 40,000 utility service invoices are processed annually, with over 3,000 billing complaints and inquiries investigated and resolved. In conjunction with the metering section, Division staff services and maintains 9,629 water meters. During 2000, the administrative staff reviewed and processed 40 applications for Licensed Drainlayers and issued 61 permits for repairs to sewers and drains.

WATER DISTRIBUTION SYSTEM

Components of the water distribution system include 135 miles of cast iron and ductile iron mains, 2,027 line valves, 1,521 fire hydrants, 10,009 service connections, and storage facilities for nearly 14 million gallons of water. During 2000, the Division installed, repaired, or replaced 202 service connections, repaired 21 service and main leaks, and repaired or replaced 64 fire hydrants, generating annual revenues of \$32,640. In addition, the Division conducted 35 fire flow tests and provided 70 temporary hydrant connections yielding \$8,900 in revenue. Emergency response was provided for 408 service requests and 351 complaints were investigated and resolved for water quality, water pressure, and leakage problems. The Division purchased 2,168.280 million gallons of water from the Massachusetts Water Resources Authority (MWRA), representing a decrease of 5.5% from 1999, with average daily usage of 5.940 million gallons and maximum daily usage

of 8.107 million gallons. Retail water sales generated \$7,690,476 in revenue.

The Division's Cross Connection Control Program, established in 1989 pursuant to the Drinking Water Regulations of the Commonwealth of Massachusetts, has inspected all high- and moderately high-risk facilities throughout the Town and identified 1,759 violations requiring the installation of 876 backflow preventer devices on irrigation systems, fire sprinkler systems, and high hazard plumbing systems. Annual testing of these devices by Division staff is mandated by state regulations and generated \$36,270 in revenues.

Construction continued on the final water main rehabilitation project awarded to W. Walsh in July, 1999. Work this year consisted of the cleaning and cement lining of the Town's 24-inch diameter low service transmission main from Fisher Avenue to Beacon Street. Completion of this project is scheduled for July, 2001 and will effectively end the rehabilitation of the entire water distribution system, begun in 1964, at a total cost of about \$34,000,000.

WASTEWATER COLLECTION SYSTEM

The wastewater collection system is made up of two independent pipe networks. The first consists of 100 miles of separated sanitary sewers and 11 miles of combined sewers that discharge through four sewer districts directly to the MWRA interceptors for treatment at Deer Island. The second system comprises 101 miles of storm drains that collect runoff and roadway drainage from 2,344 catch basins and discharge through 12 drainage districts to the Muddy River, Saw Mill Brook, Stony Brook, and the Charles River.

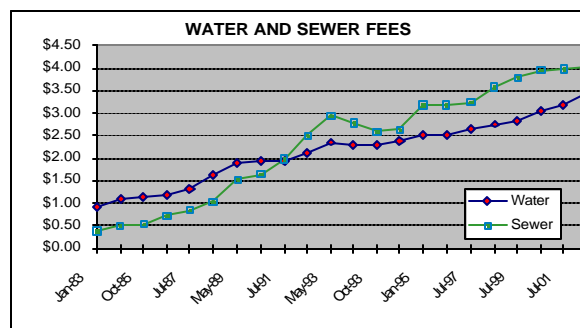
During 2000, emergency assistance was provided for 131 requests involving broken, plugged, or backed-up sewers and drains, as well as the repair of 43 blockages. Structural repairs were made to 66 catch basins and manholes and 2,132 catch basins were cleaned, generating 1,274 tons of accumulated sand, sediment, and debris. The Division discharged 4,303 million gallons of wastewater to the MWRA sewer interceptors during 2000, resulting in an average daily flow of 11.79 million gallons. Total operation and maintenance costs for wastewater collection were offset by \$9,222,124 in revenues generated by the sewer use charge,

which is assessed based on metered water consumption.

Based on the recommendations of the Wastewater System Master Plan, completed in 1998, a contract was designed by BETA Engineering and awarded to J. D'Amico Company. The scope of work includes the construction of 6,200 feet of storm drains, sized from 12-inch to 30-inch, to separate remaining combined sewers; the replacement of 225 feet of 24-inch sewer; the rehabilitation of 57 manhole structures; and the installation of a grit removal chamber on the new storm drain on Walnut Street. The contract was awarded in July, 2000 in the amount of \$1,126,250. Work is scheduled to be completed in the Spring of 2001.

During 2000, design was completed on the third wastewater project that will rehabilitate 10,325 feet of sanitary sewer sized from 15-inch to 30-inch, rehabilitate 53 manhole structures, and replace 275 feet of 18-inch sewer. The contract is scheduled to be awarded in April, 2001 and will employ the latest inversion-type slip lining process for pipeline reconstruction. Funding for the project will be provided using the balance of funds appropriated at the FY2000 Annual Town Meeting and funds proposed in the FY2002 Capital Improvement Program.

In anticipation of the promulgation of the new Phase II Stormwater Discharge Regulations by the Environmental Protection Agency (EPA) in 2004, the Town is preparing to implement a Stormwater Management Plan that was developed in 1999 and subsequently approved by the EPA. By adopting these best management practices, the Town's stormwater discharges should become compliant with the new regulations.



As a result of increases in both debt service for water and wastewater projects and MWRA

wholesale assessments, the Board of Selectmen increased the retail water rate from \$3.05 to \$3.20 per hundred cubic feet and the sewer use charge from \$3.95 to 4.00 per hundred cubic feet of water consumed. The new rates represent a combined increase of 2.86% and were effective on July 1, 2000.

In June 2000, the Director of the Division, Andrew M. Pappastergion, was elected to serve a second three-year term on the MWRA Board of Directors by the MWRA Advisory Board and was sworn in by the Governor of the Commonwealth. The Board is comprised of 11 members, chaired by the Secretary of Environmental Affairs, and is the governing body for all operations of the MWRA.

ON-LINE BILL PAYMENT

In coordination with the Town's Information Technology Division, a system was designed that allows ratepayers to pay their quarterly bills over the internet with a credit card. The Division is proud to be part of the Town's first e-commerce application.

Parks and Open Space Division

The mission of the Parks and Open Space Division is to develop a clean, green, safe, accessible, and well-maintained network of parks and open spaces for both passive and active recreational uses, while preserving the historic integrity and significance of the landscapes.

Despite the developed character of Brookline and its proximity to Boston, a significant area of the Town is still open. Neighborhood parks, tree-lined streets, and grand open spaces such as Larz Anderson Park and the Muddy River system are a signature of Brookline's character. The remarkable presence of this open space is due in large measure to the foresight of earlier citizens. Brookline was fortunate to receive some important donations of land, to have Town leaders who purchased open space for public use, and to have residents with unusual strengths in this area such as Frederick Law Olmsted, architect of the Emerald Necklace.

The rich legacy of open space in Brookline yields in our present day the obligation of careful stewardship. The Selectmen's Task Force on Open Space and the Open Space Plan 2000 call

for the Town to increase its commitment to this goal, something the Board of Selectmen has strongly supported via increases in the budget. Many long-treasured parks and playgrounds require renovation and re-design due to deterioration and overuse. Overall, a higher level of maintenance for these much utilized spaces is needed. This is being planned for with departmental improvements and the allocation of resources to provide care of the passive and active recreational open spaces.



Open Space 2000 Analysis and Plan for Brookline Conservation, Parks, and Recreation

The Parks and Open Space Division maintains 485 acres of public open space for both active and passive recreation, comprising 17 parks, four sanctuaries, 22 playgrounds, land around 12 public buildings, four parking areas, 41 traffic islands, and an extensive network of street trees throughout the Town. The Division maintains 21 multi-use playing fields, 22 tot lots, 19 basketball courts, 36 hard surface tennis courts, and one set of five clay courts. In addition, the Division maintains a full-sized outdoor skating facility (the Pavilion) at Larz Anderson Park.

The Parks Division provides maintenance for and repair of all equipment and fixtures in the Town parks and playgrounds. The Division also maintains playing fields and associated equipment for programs of the Recreation and School Departments.

The Turf Management Plan was significantly improved for both active recreation athletic fields and passive lawn areas. New grass species, slice seeding, and fertilizers, along with increasing the timing of the aeration rates, were implemented. Levels of maintenance for all

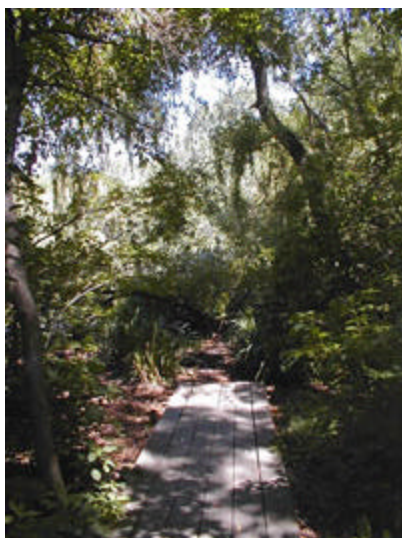
open spaces increased with strong emphasis on public safety.

Graffiti continues to be an issue, but with the rapid response of a specially designated park crew and the latest environmentally safe product and applicators, the graffiti is quickly removed.

As a part of the Division's commitment to continuing education, Town Arborist George Barlow attended the February Massachusetts Tree Wardens and Foresters Association Meeting. In addition, Brookline took a proactive step to increase the continuing education provided to all of its tree workers. In December, five employees in the Parks Division attended the "Hazard Tree Awareness, Identification, and Management" training workshop sponsored by UMass. The Town also encouraged one of its contractors to attend. This was the first step in initiating an on-going continuing education program. Individuals in this same group will attend the "New England Grows" training sessions in February.

DIVISION ORGANIZATION

The Parks and Open Space Division is a newly named and re-organized Division per the recommendations of the Open Space Task Force. Erin Chute, formerly the Conservation Administrator for the Town, was hired in November, 2000 as the new Director of the Division.



Hall's Pond Boardwalk

Significant improvements have been made to the staffing of the Division. Mike Quinn was hired for the newly created position of Parks Operations Manager. Over the past year, Mr. Quinn has emphasized field and park maintenance improvements and operational efficiencies. Annie Blair, Landscape Architect, was hired as the Park Planner for the Department. She has already been instrumental in such projects as Philbrick Square improvements, Hall's Pond Uplands Planting, Longwood Playground, Muddy River Restoration, and Baker School enhancements. Tom Brady, Conservation Administrator, started with the Town in early January, 2001. He has also been appointed the Town Tree Warden and will help define and develop an improved tree planting program for the Town.

DIVISION HOMEPAGE

The Division's Homepage, www.townofbrooklinemass.com/Dpw/Parks.html, provides vast amounts of information, including a listing of all parks and playgrounds, recycling procedures, and Seasonal job listings. You can also send Requests/Comments directly to the Division for parks and open space related functions by choosing the "Requests/Comments" option on the main page of the Town's Website (www.townofbrooklinemass.com).

Public Grounds

The Parks and Open Space Division continues to plan and implement improvements to the parks, open spaces, fields, fences, and pathways associated with areas that undergo heavy use and deterioration on a daily basis.



Reservoir Park

The Parks and Open Space Division conducted extensive tree pruning and removal of invasive trees and shrubs along the Lee Street and Dudley Street section of the Brookline Reservoir. Invasive Japanese Knotweed was removed from the grounds. The area was hydro-seeded and regularly mowed to manage the re-growth of the invasive plant material. In cooperation with the Highway and Engineering Divisions, a new guardrail was installed along the length of Dudley Road and Lee Street to replace a concrete and wire fence. New signage was secured at the Reservoir's four entrances, 10 new permanent trash receptacles were installed, and six new replacement benches were installed from the adopt-a-bench program, with a pilot modified concrete foundation to reduce erosion and problematic maintenance issues.

The Town has been working with the Stoneman Family Foundation to devise a strategy and plan for uplands restoration in the Hall's Pond Sanctuary. The uplands area is largely covered by non-native invasive vegetation such as Multi-Flora Rose and Bittersweet. The plan calls for the mechanical removal of the invasive vegetation, re-grading and topsoil restoration, and planting of over one acre with native trees and shrubs. The majority of the area will be planted with Red Oak and White Pine; however, numerous other native trees are included in the planting plan. The Stoneman Family Foundation, through much collaboration with the Town, has given a gift to the Town of \$135,000 to be dedicated exclusively to the restoration of the uplands area indicated. An uplands management plan to maintain the plantings and remove the re-growth of invasive material is also planned.

Corey Hill Park celebrated its 100-year anniversary this past year. It was bought in two transactions in 1900 and 1916. The park is transected by Summit Avenue, a playground is located on the south parcel, and a large sundial and passive park is located on the north parcel. As part of the year-long celebration, a concentrated beautification effort took place that included the pruning of park trees to maintain the views of the Boston sky-line from the top of the hill; the fertilization, aeration, and seeding of the entire lawn area; the replacement of all park benches; the renovation of the sandbox, bulletin board, and signage; the installation of new trash

receptacles; and the renovation of the sundial planting area with shrubs and perennial flowers.

New playground equipment was installed at Cypress Playground with the planning for a new spray pool in 2001. Improvements and fence repairs were also made at the baseball field backstops.

Emerson Park continues to be an outstanding example of public private partnerships in parks and open space management. A steadfast group of citizens volunteer their time to provide the on-going planting and maintenance on several planting areas that add considerably to the character of the park. In addition, the lawn area was fertilized, aerated, and seeded and new trash receptacles were installed.

Similarly, the lawn areas at Knyvet Park were fertilized, aerated, and seeded. In addition, several trees were planted in the park and new trash receptacles were installed.

The Willow trees at Griggs Park received extensive pruning of deadwood and weight reduction of the crowns. Shrubs in the park were extensively pruned and invasive trees and shrubs were removed to restore the original landscape design. All lawn areas in the park were fertilized, aerated, and seeded. At Harry Downes Field, the gates and fencing were repaired along Highland and Jamaica Roads.



Larz Anderson Park

At Larz Anderson Park, a new front gate was installed, along with new safety locking systems at the entrances to the playground area and on the exit system swing gate. The Division placed new covered trash barrels at picnic sites to help

with the on-going cleanliness of the site and relocated them to appropriate areas away from picnic and sitting areas to reduce nuisance insects to visitors. A significant portion of the lawn area was aerated and seeded and a majority of the existing trees was deep root fertilized. Larz Anderson, Brookline's largest park, was bequeathed to the Town in 1948 by Isabel Anderson in honor of her husband Larz. A Design review committee is currently overseeing the planning of major park improvements for the upcoming year.

The Beech trees at Longwood Mall received pruning for deadwood and weight reduction. During the Fall, leaves that dropped from the beech trees were mulched and spread around the base of the trees. In addition, new signage was created and installed at the park entrances. New signage was also installed at the nearby Mason Square.

The Netherlands Road section of the Muddy River received an extensive work maintenance program to remove existing litter, shopping carts, and tree limbs from the river channel to restore the natural flow of the river. The Division renovated stone dust pathways, planted temporary new trees and shrubs, and conducted extensive tree pruning and removal of invasive trees and Japanese knotweed along the riverbank. The area was then hydro-seeded with new grass and regularly mowed in order to control the invasive Japanese knotweed. The area was mulched and deep root fertilized all along the Riverway around the heritage trees.



Riverway Park, Emerald Necklace

In cooperation with the Friends of the Muddy River, and a Heritage Tree Grant provided by the Department of Environmental Management, heritage trees along the Muddy River were identified, pruned, fertilized, and mulched. In addition, a complete tree survey of the Riverway section of the Muddy River was completed for use in future protection and preservation of the landscape. In conjunction with the improvements along the Riverway, Olmsted Park received two weeks of concentrated tree pruning.



Winthrop Square

Philbrick Square underwent a design review process for new trees and plantings. The work will occur in 2001. The lawn area was fertilized, aerated, and seeded. At Robinson Playground, the park benches were replaced and the infield of the little league ball field was renovated. At Winthrop Square, two new replacement benches were installed in the Park. The historic rose beds were pruned and treated and the stonedust walkway along the Rose Arbor was renovated.

Improvements were made around several Recreation Department buildings. At Soule Playground, new traffic barriers were installed along the main driveway of the building as an added safety measure. The brick walkway around the building was repaired, new safety parking was installed around the existing sand box, and a new park sign was erected on the Dean Road Entrance.

Planning is underway for the restoration of the "Babbling Brook" which feeds Willow Pond from Wards Pond. The design, permitting, and construction of this area is incorporated into and being coordinated with the Muddy River Restoration Project. Issues to be addressed include invasive weeds, replacement of stones

for aural enhancement, bank erosion, and replacement of original specified plant materials.

This year a new Friends Group was established for Dane Park. The group is interested in improving the park and better utilizing its resources for educational purposes. As one of the initial efforts to gather information about the park, the friends of Dane Park invited a professor from Boston College to visit the site and provide his expertise on the unusual geology of the area.

As part of Brookline's beautification program, special emphasis was given to the Town's small green open spaces. The program was part of the "adopt-a-space" initiative implemented by the Town in 1999. Chrysanthemums, asters, black-eyed susans, and other colorful flowers filled new flowerbeds, traffic circles, hanging baskets, and barrels. Landscape designs were created for many areas through the Adopt-a-Space Program. These areas included rotaries, street neckdowns, medians, traffic islands, and others.



Robinson Playground

The Division continues to work with school, neighborhood, and environmental advocacy groups to coordinate volunteer activities in Town parks, sanctuaries, and open spaces.

School Grounds

The school athletic fields throughout Town have received an increased level of overall maintenance. In the Spring, the school grounds were weeded, shrubs trimmed, trees pruned, and debris collected and removed. All areas then received fresh mulch. In addition, prior to

school opening in September, the walkways were repaired and swept. Flowers were planted near the entrances by the Park and Open Space crews.

Following an extensive school renovation project, the Parks Division became involved in landscape improvements around the Baker School building. The Division renovated the landscape along the front entrance of the school, conducted extensive tree pruning around the school grounds, and began to work on a list of prioritized improvements for the grounds. Hazard trees that had been infected by the Hemlock Woolly Adelgid were removed from the back of the property.

The Baldwin School received a new sandbox area specially built for the playground. Repairs were made on the front concrete steps and extensive tree pruning was conducted around the school grounds.

At the Devotion School, the Division put in an asphalt berm and a hydro-seeded path along the side of the playground area. The planting beds at the front entrance were renovated and large sections of the fence in the back playground area were repaired. Trees along Harvard and Stedman Streets were pruned and a large hazardous Sugar Maple tree was removed from the front of the Devotion House.

The stone retaining wall along the Beacon Street Alleyway was renovated at the Driscoll School. The rubber tile safety surfacing under the playground swing set was renovated and new perennial planting beds at the school's main entrance were installed in cooperation with the school's PTO.

At the Heath School, the front shrub and planting beds were renovated and tree pruning was conducted around the school grounds. The slate walkway in the school garden area was repaired and the lawn areas around the school building were renovated.

Brookline High School's trees and shrubs had extensive pruning and new plantings installed in the quadrangle area while new covered trash barrels were located in front of the gym and pool buildings. The Division also provided the annual landscape and flower backdrop for the senior graduation pictures with plants and flowers loaned to the Town by Seltzer's Garden Center.

A new climbing dome and slide at the Lawrence School Playground were installed to replace equipment that was vandalized earlier in the year. The vandals were arrested and prosecuted by Brookline Police and will be required to cover the cost for the replacement. Tree pruning was conducted around the school playground and a replacement Honey Locust was installed in the raised wood planter next to the tot lot.

The pathways along the playground area at the New Lincoln School were enlarged to control lawn damage and allow for more efficient snow removal during winter months. Tree pruning was conducted around the school grounds, including removals of hazardous trees along the brick wall and playground areas. At the Old Lincoln School, additional pruning was conducted along Route 9. Existing perennials were divided and relocated to other areas along the front slope. New Perennials were planted and several shrubs were moved to enhance the front entrance plantings.

Phase II of the Runkle School planned playground renovations were completed in November, 2000.

In addition to the lawn areas being renovated, the Pierce School had a new dedication tree installed along the walk at the top playground area. Town-wide, the Division has begun a program to upgrade its sport field maintenance with a regular scheduled fertilization, aeration, and over-seeding program.

Cemetery

This year has been a year of accomplishment and progress for the Walnut Hills Cemetery and Old Burying Ground. The Trustees of the Walnut Hill Cemetery met regularly throughout the year with Parks and Open Space staff to coordinate cemetery objectives. Both the Old Burial Ground and the Walnut Hills Cemetery received an increased level of maintenance.

In June, the Trustees held an open meeting at the Library to discuss cemetery concerns with interested citizens. As a result of citizen input, the Trustees promulgated a new set of guidelines that will enhance the beauty and decorum of the cemetery, bringing the cemetery to a new standard of cleanliness.



Walnut Hills Cemetery

This year the Trustees, after a thorough review, adjusted cemetery fees for the first time in five years. Throughout the year, the Trustees worked with a professional landscape architect to develop a Master Plan that will serve the cemetery for future years. The first draft copy will be ready for further review in February, 2001. In addition, Town Meeting voted funds to advance the Master Plan and to carry out some of its initial recommendations. Water pipes have been placed to insure that all new plantings will have a water maintenance plan. The Trustees also approved work on heritage trees at the Old Burying Ground and the rehabilitation of several broken and fallen graves there. The Walnut Hills Cemetery maintenance barn will be restored in 2001.



Trustees of Walnut Hills Cemetery

The hemlock trees in both cemeteries, as well as those in New England in general, are being infected with the Hemlock Woolly Adelgid, an insect pest introduced from Asia. George Barlow, Town Arborist, monitors the trees annually. To date, approximately 17 trees have failed due to the insect pest, although treatment

will continue on those trees that still have a possibility of survival. A yearly program of spraying with dormant oil at the cemetery is being used. Dormant oil is the most cost effective method and the safest for the environment.

Forestry

The goal of the forestry program is to preserve and maintain all shade trees that populate public ways, parks, school grounds, cemeteries, and all other public grounds. The Division provides for the safety of all public ways and grounds through the removal of dead and dangerous limbs and trees and is responsible for replacing trees in areas where they have been removed. The total number of trees under the jurisdiction of the Division is reported as more than 50,000.

The Town received the National Tree City USA Award at a Spring awards ceremony at Old Sturbridge Village. Brookline was selected as one of several municipalities in Massachusetts to receive the distinguished award.



Tree City USA

A Millennium Green Certificate of Recognition was awarded to the Town of Brookline for "exceptional contributions to millennium green" by Edith Makra, Urban Forestry Program Coordinator for the Department of Environmental Management. Hugh Mattison (Tree Planting Committee), George Barlow (Town Arborist), and Erin Chute (Director of Parks and Open Space) accepted the award on behalf of the Town. In addition to the certificate, the Town received a small historic white oak that will be planted in the Spring.



Millennium Green Certificate

A significant greenspace resource that is not reflected in the open space acreage inventory is the streetscape. Specifically, tree-lined streets, public tree lawns, and green frontage, even that on private property, contribute in important ways to the look of the Town and to the health of its citizens. The Town continues to strongly support the tree-planting program. In 2000, over 100 trees were planted. The 2000 tree pruning program recorded that over 1,800 street trees were pruned town-wide. The Town is on a five-year maintenance program for tree pruning.

The three-member Tree Planting Committee, established in 1886, supervises the selection, planting, and occasional removal of all street trees in Brookline. The chairmanship rotates among the three members. The Chairman for 2000 was Corliss Engle. Phil Hresko will be chair during 2001.

To mark National Arbor Day, the Tree Planning Committee planted a magnolia tree at the main entrance of Griggs Park on Saturday, April 29th, 2000.

During the Summer, the Tree Planting Committee authorized hiring two interns for a period of 13 weeks each. The interns were assigned the task of updating the Street Tree Inventory of 1994, which had remained largely unused and outdated. One of the interns was a Forestry student and the other was a student in Computer Science and extremely proficient in GIS. The two students' task was to verify the identification of the trees planted in the past six years, tag them with the GIS number and species code, assign each tree a number in the inventory, and update GIS. The students also verified the records of tree removals for the past six years. The Town is committed to the use of

GIS with the Street Tree Inventory for better management in planning and maintaining the 11,000 trees on the streets of the Town.

The overwhelming citizen interest in tree preservation continues in Brookline. The Division continues to work with interested citizens, businesses, and environmental advocacy groups to enhance the care of the urban forest.

WOOLLY ADELGID

The Town is experiencing a major infestation of the Hemlock Woolly Adelgid (HWA). The Woolly Adelgid is an insect that feeds on the needles of Eastern and Carolina hemlocks. Heavy infestation causes needle loss and, ultimately, mortality of the tree. There are approximately 3,380 Eastern Hemlock trees located on Town-owned properties that are susceptible to this parasitic insect. Natural stands of Hemlocks occur at Baker School, Dane Park, D. Blakely Hoar Sanctuary, Larz Anderson Park, Public Works Municipal Center, Putterham Woods/Golf Course, Soule Recreation Center, and Walnut Hills Cemetery. The tree is also found on many private properties throughout Brookline.

Financial resources were included in the CIP for the next four years to help curb the spread of the insect and to continue a small scale, but important, treatment. Monies were also included to fund tree removals as infected trees become hazardous.

Through a continued joint effort by Chestnut Hill Realty and the Town, the Town Arborist proceeded to monitor and treat selected mature hemlocks (25" D.B.H. and over) with Merit™, a systemic chemical used to control the Hemlock Woolly Adelgid at the D. Blakely Hoar Sanctuary. In other significant locations, such as Larz Anderson Park, Soule Recreation Center, and Walnut Hills Cemetery, the Town Arborist sprayed the hemlocks with horticultural oil as recommended by the State Forester. The mature trees at those locations were deemed significant and worthy of saving.

It has been observed that the effects of the Woolly Adelgid are not as drastic as first indicated. As evidenced in Town-owned properties, such as the Hoar Sanctuary, the infestation has slowed and the trees are healthier due to sufficient rainfall last Summer.

Conservation

The Brookline Conservation Commission is responsible for the administration of environmental laws and policies, open space protection and management, water management, preservation of natural features of the environment, and coordination for joint action with many Town bodies. The Commission administers and enforces the Massachusetts Wetlands Protection Act through its review of permit applications and issuance of Determinations of Applicability, Orders of Conditions, Certificates of Compliance, and Enforcement Orders. The Commission also administers the Federal Flood Protection Program. It initiates and helps guide studies concerning open space, water quality, flooding, and other aspects of local environmental quality.



Conservation Commission

The Commission prepares and oversees implementation of the Town's Open Space Plan and manages conservation areas owned and conservation restrictions held by the Town. The Conservation Commission seeks and administers grants from state agencies and other sources to support the Town's environmental protection efforts, and guides many volunteer, open space maintenance, and improvement activities.

ENVIRONMENTAL PROTECTION, WETLANDS AND FLOODPLAINS

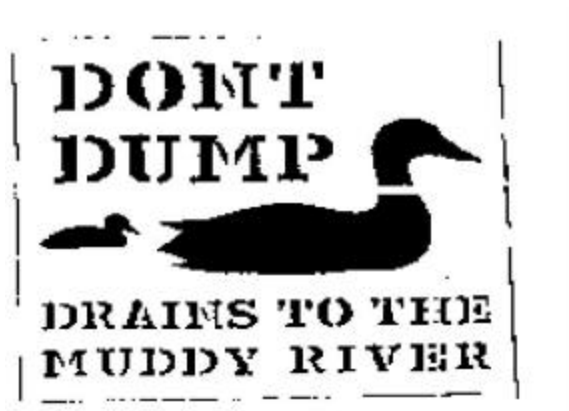
?? **Muddy River Restoration Project**

The Massachusetts Executive Office of Environmental Affairs, Emerald Necklace Conservancy, federal and state agencies, and citizens groups continue to work diligently on the Muddy River restoration project. A Citizens

Advisory Committee was established by the Secretary of Environmental Affairs and has been working on a Draft Environmental Impact Report for the past year. The successful implementation of the project is dependent upon communication with and active involvement from the public. The upcoming year will be spent finalizing the project design, preparing construction documents, permitting the project, and creating a realistic funding plan for the successful implementation of the restoration.

?? **Stormwater Management**

The Commission continued its work with the Friends of Hall's Pond and the Friends of the Muddy River to educate the public about stormwater pollution and the private activities that contribute to it, such as poor motor vehicle maintenance and improper disposal of oil, pesticides, paint, or other materials.



"Don't Pollute" Muddy River Drain Stencil

Alyssa Cook, Conservation Assistant, and Barbara Mackey, Associate Commissioner, helped lead a group of volunteers from the City Year Serve-a-thon to stencil stormdrains that drain to Hall's Pond and the Muddy River with an anti-pollution message and to distribute information about stormwater pollution and how to prevent it. More than 150 storm drains were stenciled.

In June, the Commission co-sponsored the annual Fresh Water Fair Day with the New England Aquarium. This fun event is intended to help educate people of all ages about the ecological benefits of clean water.

?? **Wetlands Protection Act Enforcement**

The Commission has been particularly concerned about the construction of large new

houses in wetland buffer zones bordering the Town's few sanctuaries. The protection afforded by the Wetlands Protection Act and the current Zoning By-Law appears inadequate and is less extensive than that afforded by many other towns' by-laws. Town projects in close proximity to river and wetland areas continued to require close oversight during the past year.

SANCTUARY MANAGEMENT

The Conservation Commission is responsible for the management of 56 acres of conservation land at the Hall's Pond, Amory Woods, D. Blakely Hoar, and Lost Pond Sanctuaries.

?? **Hall's Pond Sanctuary**

Among the properties managed by the Commission is Hall's Pond Sanctuary, which now incorporates Amory Woods and is adjacent to Amory Park. One year after its purchase in 1975, the Friends of Hall's Pond was formed to support the Brookline Conservation Commission in managing the Sanctuary by supplying volunteers, conducting programs, and raising funds. Amory Woods was acquired by the Town in 1985 when its pathways were designed to be accessible to the handicapped.



Albrecht Memorial Stone at Hall's Pond

Hall's Pond has been the beneficiary of a remarkable private donation in the past year. The Stoneman Family Foundation in December donated \$225,000 to the Hall's Pond restoration project, and an additional \$25,000 challenge grant to be matched by the Friends of Hall's Pond for a permanent endowment fund for the sanctuary's care.

In June, a sculpture commissioned and donated by the family of Jo Albrecht was installed in the garden at Hall's Pond. Jo Albrecht was a longtime leader of the Friends. This large granite seat, sculpted by Yin Peet, is a significant contribution to public art in Brookline. Known as "The Angel", it has become a magnet for visitors to Hall's Pond.

During 2000, construction work began on the pond and the marsh and continues into 2001, when it is scheduled to be completed. The sanctuary restoration project addresses the overgrowth of invasive plants, which have been reducing the sanctuary's biodiversity (an important ingredient for for healthful ecological functioning) and the pond's water quality. The project will rehabilitate a significant and historic resource of the Town.

The Friends of Hall's Pond began the Hall's Pond Learning Project with the help of a planning grant from the Brookline Community Fund. In the first year, the focus was on workshops for Brookline's elementary teachers led by experts in ecology, historical land use, and learning through nature journals. The Learning Project is planned as a pilot program that can be emulated at all of Brookline's nature sanctuaries.

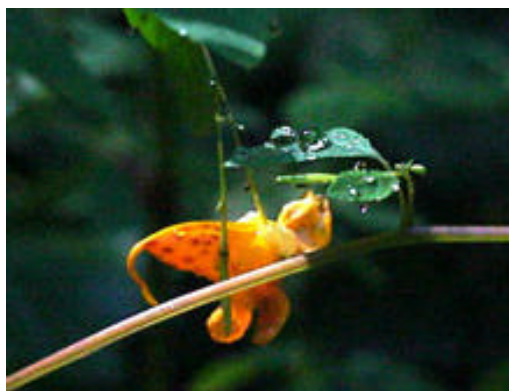
?? **Lost Pond Conservation Area**

The Lost Pond Sanctuary is part of a larger complex composed of approximately 130 acres of conservation land that includes the Metropolitan District Commission's Lost Pond Reservation and the City of Newton's Kennard Park and Conservation Area. The Commission's objectives for the Lost Pond Sanctuary include completion of a natural resource inventory and improvements in signage.

Since the pond area adjoins the Town landfill and will be affected by its closure and re-use, the Commission has begun reviewing closure plans. Any development of the landfill property will need to show that it does not adversely impact wetlands resource areas in the Lost Pond Sanctuary before it proceeds. Adam Kahn is the Commission's representative on the citizen advisory committee and has been involved in guiding the consultants on the possible environmental impacts of the project. The Friends of Lost Pond are also involved with the advisory committee.

?? **D. Blakely Hoar Sanctuary**

D. Blakely Hoar Sanctuary is a natural area of 25 acres. As part of a contiguous natural area of 100 acres, the sanctuary forms a portion of the Charles Greenway, connecting communities in Boston, Brookline, and Newton through greenspace. A wildlife habitat evaluation was prepared in July, 2000 and revealed the vast quantity and diversity of the flora and fauna in the 25-acre sanctuary. The evaluation indicated that the sanctuary is vitally important to many species of plants and animals not commonly seen in such an urban area. The information in the evaluation was used to prepare a virtual tour of the sanctuary that is available on the Town's website (www.townofbrooklinemass.com). It consists of 11 15-second video segments about the various interesting features of the sanctuary. The tour includes pictures and information about plants, animals, and the geology of the Sanctuary, as well as a map.



Jewelweed

With capital improvement funds made available in July, 2000, the boardwalk in the back portion of the Sanctuary will be replaced. This project follows the replacement of the front portion of the boardwalk in 1999 and when it is completed, visitors will again be able to make a full circuit walk around the Sanctuary. Under the current project, 300 feet of the existing boardwalk will be replaced and 100 feet of new boardwalk will be added to improve access in wet areas. The boardwalk decking will be made of 100% recycled material. Following the completion of the work, new signage is planned.

JOINT ACTION PROJECTS

?? **Open Space Plan 2000**

In February, Open Space Plan 2000 was published, setting out open space and recreation

goals for Brookline for the next five years. Goals and actions were established in the following areas:

1. Identifying and protecting significant open spaces that currently are unprotected;
2. Establishing a network of open space corridors and greenways;
3. Improving the standard of care of parks and public open spaces;
4. Establishing a sufficient number of well-maintained sports playing fields; and,
5. Integrating open space protection into Town development policies, regulations, and guidelines.

Preliminary steps have been taken towards several of these goals. For instance, initial mapping of greenways and bicycle routes has been undertaken. Also, the GIS system has been linked with the municipal permitting process to allow for better-coordinated municipal permitting and development review. Many of the objectives of the Open Space Plan are being refined and considered for inclusion in the Town's next Comprehensive Plan. Commissioners Schnoor and Wexler are members of the Comprehensive Plan Committee and Commissioner LaRosa is representing the Commission on the Zoning By-Law Review Committee.

The State enacted the Community Preservation Act this year, authorizing municipalities to levy a property tax surcharge for the purposes of open space protection, affordable housing creation, and historic preservation. The Commission has begun to examine what role Brookline's acceptance of the Act could play in addressing otherwise unmet open space and historic landscape protection needs.

?? Traffic Calming and Community Streets

The Commission continues to work with advocates for better streets to enhance open space through traffic calming, community streets, and other initiatives. Traffic calming mitigates the negative effects on the environment and quality of life of the continuing growth of automobile traffic on our streets. Geometric modifications, such as neck downs, traffic circles, chicanes, raised intersections, and crosswalks, serve to slow traffic, create small pockets of open space, and encourage alternative means of transportation.

The Commission continued its support of the Transportation Board and its endorsement of the 1998 "Neighborhood Traffic Calming Program" by encouraging traffic calming initiatives on Walnut Street and on the streets surrounding Brookline High School. Werner Lohe worked directly with members of the Driscoll School community, completing preliminary traffic calming plans for the streets around the school, and obtaining \$100,000 in State funding through a legislative initiative.

Werner Lohe continued his work with members of other Town boards on the Design Advisory Committee for the community street and open space in the immediate vicinity of the Webster Street hotel, a public development proposal which was approved by Town Meeting. The design of the hotel itself will provide significant public open space in the form of a garden behind and to the side of the hotel, which will be open and accessible to the public. Even more noteworthy is the redesign of Webster Street proper and the hotel property immediately in front of the hotel entrance to create a community street. This valuable public space will be turned into a plaza-like area where pedestrians, bicyclists, and others can share the space safely with cars and other motor vehicles.

The Beacon Street reconstruction project moved toward approval by the Massachusetts Highway Department with the continued active participation of the Conservation Commission's representative to the Project Advisory Committee, Stephen Burrington. The Commission has sought to ensure that the project will improve, to the greatest extent possible, the pedestrian environment, historic streetscape, and functionality of the MBTA's "C" Line.

?? Climate Change

The Town joined ICLEI's Cities for Climate Protection Campaign in an effort to evaluate and reduce greenhouse gas emissions systematically over the next 10 years. The first milestone of the project, completed last Summer, was to conduct a baseline inventory of all Town emissions, working with numerous Town departments to establish goals and helping to evaluate existing and proposed emissions reduction measures. The Town's next step is to develop an action plan jointly with the Department of Planning and Community Development, the Health Department, the

Building Department, and the Highway and Sanitation, Transportation, Water and Sewer, Engineering, and Conservation Divisions. The Climate Change Action Plan is currently underway.

The Commission also supported the founding of a new citizen environmental group--Climate Change Action Brookline. This group sponsored three warrant articles to reduce greenhouse gas emissions that are contributing to climate change. The first requires the Town to purchase two highly efficient hybrid gasoline/electric motor vehicles in FY2002. The second establishes a Moderator's Committee to investigate the creation of a municipal electricity franchise, which would pool residents' and municipal buying power in order to make the purchase of energy generated from renewable resources possible. The third creates a moderator's committee to consider a by-law that would require replacement of certain trees which are cut down on public or private property.

ENVIRONMENTAL EDUCATION

?? **Climate Change Forum**

The Commission co-sponsored, with Brookline Greenspace Alliance, a well-attended public forum on climate change. Speakers included Paul Epstein of Harvard Medical School, Michael McElroy of Harvard University, William Moomaw of Tufts University, and Commission Chair Stephen Burrington of the Conservation Law Foundation. The speakers discussed the reality of climate change and opportunities for minimizing it with changes in Brookline's energy consumption practices. An inventory of greenhouse gas emissions in Brookline was completed during the Summer by a graduate student intern from Tufts University, and work on a proposed action plan for Brookline was subsequently begun by another intern.

?? **Visions of Green Community (VGC)**

During the month of April, the Fourth Annual Visions of Green Community (VGC) Mixed Media Exhibition "Celebrating Nature in Brookline Through the Eyes of Local Artists" was displayed at the Main and Coolidge Corner Libraries and the Brookline Arts Center. In addition, for the first time the exhibit was shown in the Hess Gallery at Pine Manor College. VGC is a project of Commissioner Wexler and is sponsored by Brookline GreenSpace Alliance (BGSA) with the support of the Blossom Fund,

the Conservation and Preservation Commissions, and Brookline Public Schools, K-12.

Visions of Green Community exhibitions are designed to incorporate two treasured attributes of Brookline: the heritage of a green urban environment and the long-standing commitment of its citizens to protect, maintain, and celebrate this unique combination of open and urban spaces. The images in the exhibits have been created by a variety of artists, both professional and amateur. They are painters and sculptors, poets and photographers, and adults and school children, the latter of whose work added greatly to this and previous shows.



Engineering/Transportation Division

The Division had a very busy year with a range of projects under management: RCN was in Town the entire year installing conduit; both the MBTA and MWRA submitted plans for review for

projects with major transportation impacts; traffic calming projects became major planning and engineering undertakings; and for the first time in recent history, a contractor abandoned a street resurfacing contract, requiring the bonding company to finish the project. More detail on some of the major projects is provided below:

?? **Runkle Playground**

Phase II of the Runkle Playground project was completed which involved installation of new play structures, reconstructing pathways, constructing a outdoor stage area, and landscaping.

?? **Boylston Playground**

The existing playground was rehabilitated. This included installing new play structures, constructing a spray pool with adjacent siting areas, constructing new entrance stairs and pathway system, installing a new irrigation system, and roto tilling/loaming/seeding the playfield area. The playground should be ready for use in the Summer of 2001.

?? **Hall's Pond**

The Division re-bid this project with the low bidder being within the budget. The award of the contract was delayed as a result of an appeal of a DEP permit. The appeal was dismissed and work commenced in the Spring/Summer. The diversion pipe and the forbay were constructed; however, contaminated soils were encountered during this work and required special treatment for disposal. Work was suspended for the Winter and will be resumed in the late Winter/early Spring with the construction of the new wetland area.

?? **Larz Anderson Skating Rink Refrigeration Improvements**

The Division worked with an HVAC consultant to develop plans for the removal and replacement of the refrigeration unit as well as the replacement of the piping. The project was bid in the Summer and, unfortunately, the low bid came in over the budget of \$450,000. An additional \$150,000 is being requested at the 2001 Annual Town Meeting for the overage. The project will be re-bid early this upcoming Summer.



?? **Addington Path**

Except for the paths that were rehabilitated under the CDBG program, the remaining paths have been neglected with only emergency maintenance being done. The DPW recognized this shortcoming and developed a rehabilitation program that was included in the CIP process. Addington Path was the first path identified under this program to be rehabilitated with an appropriation of \$100,000. The rehabilitation included repairing deteriorated concrete stairs, removing and replacing concrete walks, installing new stairs, constructing timber retaining walls, repairing broken drainage pipes, and installing new handrails. Winthrop Path is next on the schedule for rehabilitation.

?? **Center Street West Parking Lot Reconstruction**

As a result of the pending construction of the Webster Street Hotel on the site of the Webster Street parking lot, the Center Street West parking lot was reconstructed in order to accommodate the displaced Farmers' Market. The parking lot was reconfigured and reconstructed which involved, among other things, revising the entrance and creating a pocket park. A commercial permit parking program was initiated in this lot after the reopening, as well as a paper recycling drop off area.

?? **Cottage Street Culvert Reconstruction**

This masonry culvert that was in danger of collapsing and had emergency repairs done in the last several years was rehabilitated by slip lining with PVC pipe and backfilling the voids with flowable fill. Although there was only 50 feet of culvert repaired, the location, type, and number of utilities in the street made this project difficult. Although flooding

has not been identified as a problem in this area, the culvert will have an increased hydraulic capacity as a result of the new lining.

?? **Sewer Separation**

In an effort to alleviate the surcharging of the main sewer, the Division contracted with a consultant to prepare plans and specifications to separate the combined sewers in High St., Walnut St., Upland Rd., Irving St., Cypress St., and Warren St. A contract was awarded for this project and work started in the Summer and is expected to be completed in the Spring of 2001.

?? **Monmouth Street/Chapel Street Sewer Rehabilitation**

In 1996 this area of the Town experienced flooding as a result of surcharging of the main sewer during a heavy rain event. After reviewing the hydraulics of the system, it became evident that reconnecting the Monmouth Street sewer to the MWRA main, which did not surcharge, would alleviate the problem. The necessary permits were obtained from the MWRA and the work was completed.

?? **Carlton Street Footbridge**

The Consultant, Ammann and Whitney, completed the structural feasibility study which included eight recommendations. Highlighting the recommendations was to rehabilitate and re-open the bridge without handicap access. Other recommendations included performing emergency repairs, initiating a neighborhood traffic study, pursuing outside funding for construction, and developing a police patrol plan for the neighborhood. At a public meeting held by the Selectmen to discuss to study, additional concerns were identified that needed to be addressed before moving forward with the project. An RFP for a Phase II planning study has been prepared to address these concerns and has been advertised.

?? **Roadway Reconstruction**

3.5 miles of roadways were resurfaced which included 19 streets. Sidewalk maintenance involved replacing 2,100 sq. yards of concrete sidewalks, 575 sq. yards of bituminous concrete sidewalks, 2,150 l.f. of new granite curb, and removing and resetting 460 l.f. of existing curb. State Ch.

90 funds were used to rehabilitate Winchester St., Independence Dr., and a portion of Grove St. The guardrail on Lee St. at the reservoir was removed and replaced, also with this funding.

?? **Newton Street Traffic Signal Improvements**

Reconstruction of the Newton St./Grove St. and Newton St./Clyde St. intersections was completed, which involved reconfiguration and new traffic signals. This project, under the direction of the MHD, has resulted in less congestion and increased safety at both intersections. Landscaping of the newly created open areas is under design by the Division and, hopefully, will be implemented next year.

?? **Traffic Improvements at Cypress St./Davis Ave. and Tappan Street**

The design for the new traffic signals on Cypress Street was completed by the Town's consultant and the project was put out to bid. The contract was awarded, construction is expected to start in the Spring of 2001, and it is anticipated that the construction will be completed by Summer 2001. When this project is completed, pedestrian safety will be increased and the need for a crossing guard at Davis Ave. will no longer be needed.

?? **Beacon Street Traffic Improvements**

After much perseverance on the parts of both Brookline staff and the Selectmen, along with its legislative delegation, the Beacon Street project has a green flag from the MassHighway Department. Design Waiver Requests were finally approved by MassHighway on Aug. 29, 2000. Exemptions were required at Beacon Street where conditions would not permit adherence to Highway Design Standards, specifically lane/shoulder widths, angular parking, and pedestrian/bicycle accommodations. MassHighway conducted a Design Public Hearing in Town Hall on Dec. 14, 2000, during which Town officials and members of the Beacon Street Project Advisory Committee expressed their support for the project.

The current five-year, state Transportation Improvement Program (TIP), endorsed by the Boston Metropolitan Planning

Organization, carries the Beacon Street Project in Fiscal Year 2003 at a \$5,000,000 funding level. Brookline staff and their Consultant, VHB, return to design development and public process during 2001. The plans, specifications, and cost estimates will again be reviewed by MassHighway at 75% and 100%, prior to public bidding, contract award, and construction. In the next year, Brookline will also re-apply for a grant through the limited and competitive enhancement program.

?? **Webster Community Street**

The Division has been working with the design consultant for the community street, who is also the consultant for the hotel. The construction of the street will be done in conjunction with the hotel so that it appears that the two projects are one seamless project. The Division has been reviewing the design to insure compliance with Town standards, as well as good engineering practice, and to keep the project within budget.

?? **RCN Cable Network Construction**

RCN completed the installation of approximately 26 miles of conduit within the public ways under the direction and oversight of the Division. At one point during the construction, RCN had 14 construction crews working which necessitated the need for the Division to hire a consultant to supplement the Town's inspectional services, paid for by RCN. RCN was allowed to work through the Winter in order to meet their completion date. This was the first time a contractor was allowed to do this and, as a result of strict controls and favorable weather, the construction went smoothly.

?? **Cleaning and Cement Lining Water Mains**

Division personnel supervised the last phase of this multi-year rehabilitation project. When the water main in Harvard St. is relined next Spring, this will complete the lining project. There are several hydrants that will be removed and replaced as part of this contract next year.

Transportation

The Transportation Division is responsible for the development and implementation of all transportation policies, plans, and regulations in the Town. Working with the Transportation Board and other Town departments, Division staff provided technical support and administrative assistance in the following areas:

- ?? development of neighborhood traffic calming policy and plans
- ?? conduct of small-scale traffic studies
- ?? development of intersection and traffic signal improvement projects
- ?? use and placement of traffic control devices
- ?? review of transportation access and construction management plans for new developments
- ?? licensing and oversight of the taxi-cab industry
- ?? administration of residential, guest overnight, and commercial area employee parking programs
- ?? development of commercial area parking policies and plans
- ?? review of parking controls and regulations.

During the past year, Division staff provided technical support in the design of traffic calming plans for Walnut Street, Winchester Street, and the residential streets surrounding Brookline High School and the Driscoll School. Coordinated traffic signal systems were designed for the Hammond Street/Heath Street and Route 9 intersections, and for the intersections of Tappan Street and Davis Avenue with Cypress Street. The transportation access and construction management plans for proposed developments on Hammond Street, 110 Cypress Street, 1268 Boylston Street, and for the proposed reconstruction of the MBTA bridge at Cypress Street were also reviewed and modified as necessary to mitigate undesirable impacts.



Traffic Calming on Greenough Street

Division staff also provided technical assistance to the Commercial Areas Parking Implementation Team. Using up-to-date parking inventory data, recommendations regarding parking time limits, parking meter rates, and the creation of employee parking areas were made for the Coolidge Corner commercial district. Comparable reviews for the management of public parking in Brookline Village, Washington Square, and JFK Crossing are underway.

Division staff also continued to administer the residential permit parking program, the overnight guest parking program, and the commercial area employee parking program.

The Division's website (www.townofbrooklinemass.com/transportation/index.html) provides lists and maps of parking lots, the ability to sign up for a parking space, and updates of various traffic-related projects.

Division staff also provided both administrative support and technical assistance to the six-member Transportation Board which met monthly to review and approve all rules and regulations pertinent to vehicle (including taxis), pedestrian, and bicycle movements in the town.



Transportation Board

RECREATION DEPARTMENT

The Park and Recreation Commission consists of seven residents appointed by the Board of Selectmen. The Commission is a policy-making board responsible to the Town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goals of the Commission are to deliver programs that are culturally, socially, mentally, and physically based and are presented at well-maintained parks and facilities. Safety and quality are paramount.

The Selectmen, Commission, and Recreation staff are especially indebted to the numerous volunteers and citizen groups who contribute their time, energy, and resources toward the improvement of town facilities, parks, and recreation programs. The Commission meets every 2nd and 4th Monday of the month at the new Department of Public Works Service Center on Hammond Street or at the Golf Course Clubhouse.



Park and Recreation Commission

The R.A.F.T. (Recreation Activities for Teens) program, created in 1992 in response to the findings of the Town's Youth Steering Committee, continues to expand. Over 976 teens have joined R.A.F.T. this year. The R.A.F.T. Teen Dances continue to be very successful and have proven to be a tremendous social gathering for Brookline's 6th, 7th, and 8th grade students. The 6th grade students now have their own dances, separate from the 7th and 8th grade students. Also, R.A.F.T. trips in both the Summer and Winter continue to be a very popular activity. The new expanded

space for the Teen Center is the result of the 1999 Winthrop House renovations.



Annual Carnival

Programs for senior citizens and membership in the Brookline Golden Age Club continue to expand. The ever-popular Spring, Summer, and Fall day trips to destinations such as the North Shore Music Theatre, Foliage Trips, Foxwoods Casino, Martha's Vineyard, and a Day at the Races continue to be filled to capacity.

The pool staff continues to make adjustments throughout the year to meet the needs of the Brookline Community. Accomplishments in 2000 include:

- ?? established a family membership pass
- ?? added Monday's for Early Bird Swim, Swim Team practice, and children's lessons

- ?? re-structured children's lessons to accommodate twice as many children and reduce and/or eliminate wait lists
- ?? hosted High School Bay State Competitions with the Colorado Timing System in cooperation with the BHS Athletics
- ?? purchased three new scoreboard pieces for timing system, a starter kit, and touch pads through the generosity of swim team parents and the Town
- ?? purchased a new under water vacuum.



Enjoying a swim at the Brookline Pool

The pool staff continues to attend monthly training courses and five members of the staff are now Certified Pool Operators. The Recreation Swim Team, 278 strong, continues to be a leader in the Winter Suburban Swim League. The inventory of the pool Swim Shop was increased by offering swim diapers and under water belts and shoes. Stop by the Brookline Swimming Pool, site of the first public indoor pool in the United States of America, and enjoy a safe and clean aquatic facility that offers a diverse modern program.

Once again the Brookline Recreation Day Camps had a successful Summer program. Children ages four to 13 were delighted with a variety of classes and activities offered during this eight-week camp. A seasonal Summer staff of 100 participated in a two-day orientation at Pine Manor College, which included seminar sessions conducted by the

Lifesaving Resource Company focusing on safety and first aid. More than 70% of the Day Camp Staff completed certified courses in CPR and First Aid.



After School Program participants having a snack

The C.D.B.G. Youth Employment Program, a federally-funded program to provide employment for Brookline resident youth between the ages of 14 and 21, placed numerous youths within various Town departments. The Hire One Program, a partnership between private businesses and the Town to find additional jobs for youths, was also very successful. C.D.B.G. and Hire One are both located in the Main Gymnasium, 60 Tappan St., adjacent to the High School.



After School Program participants doing their homework

Putterham Meadows Golf Course enjoyed another fine year. Renovations were completed on hole numbers 3,4,5,8,11, and 12. These renovations are a direct result of the course's participation in the 1999 Ryder Cup. The portion of Ryder Cup revenue allocated to Putterham Meadows Golf Course will enable more renovations to be completed by the Fall of 2001. A new maintenance contractor is caring for the grounds at Putterham and there has been a great improvement in the quality of the grounds maintenance. With increased marketing and a larger inventory in the Pro Shop, the attendance at Putterham continues to increase.



One of many participants in the Junior Golf Program at Putterham

The Park and Recreation Commission continues the policy of keeping the golf course open all Winter, which has been extremely successful. The addition of a "state-of-the-art" computerized customer service station will enhance our ability to serve the citizens of Brookline. The commission was pleased to sponsor the Seventh Annual Youth Sports Organization Golf Tournament as a method of assisting Brookline Volunteer organizations in their annual fund raising efforts.

Many programs are operated at the Main Gym Facility. Over 500 children participate in the youth and travel basketball leagues, which are coached by parent volunteers. The objectives of the programs are to offer a recreational basketball league with emphasis on participation, not winning. The junior wrestling, Tap and Ballet classes, and indoor Tennis round out the Main Gym programs. Although space prohibits listing each program and accomplishment, this report

should mention the following essential offerings and significant accomplishments:

- ?? Added an adult in-door soccer program at the Main facility, co-sponsored by Viking Soccer.
- ?? Increased attendance at Larz Anderson Skating Rink by adding new hours of public skating and skate lessons for adults.
- ?? Added the "Mystery Shopper" program as a new evaluation incentive program for participants to earn gift certificates towards future programs.
- ?? Assisted numerous agencies with their transportation needs, including the Council on Aging, School Department, Police Academy, B.H.S. Athletics, Housing Authority, and the School/Community Partnership.
- ?? Partnered with the Conservation Commission to create the "Conservation and Recreation Education Fund" with funds coming directly from a new program called "Puddlestompers", a nature exploration program for preschoolers and toddlers.
- ?? Completed cooperative agreements for field use with Beaver Country Day School, Park School, Hellenic College, and Pine Manor College.
- ?? Added Masters Swim Team Clinics for adults and participated in a Masters Swim Meet.
- ?? Added Senior Golf Clinics at the Golf Club.
- ?? Added adult skate lessons and adult beginner hockey at Larz Anderson Rink.

The Department's website (www.townofbrooklinemass.com) includes the complete Program Book, including program times, dates, and cost of each program. You can also download an application form. The next step is on-line registration and payment. Stay tuned for news on that availability.

The Park and Recreation Commission and the Recreation Staff look forward to implementing new and exciting programs for 2001. The

accomplishments of this past year were the result of the concerted effort of the Board of Selectmen, various commissions, various town departments, staff, numerous volunteers, and our patrons. The members of the Recreation Department are proud of our varied accomplishments and look

forward to working with the Selectmen, boards, commissions, committees, and the general public during the coming year to fulfill the recreational needs of the residents of our community.

PUBLIC SCHOOLS

The Students and the Schools

Eight K-8 elementary schools feed into Brookline High School. As of January 31, there were 6,039 students enrolled in the Brookline Public Schools in grades kindergarten through 12: 4,174 in the elementary schools and 1,865 at Brookline High School. Over 30% of these students require help with their English, either in the English as a Second Language Program (ESL) or in a Transitional Bilingual Education (TBE) program. These students represent many language groups, with Hebrew, Chinese, Japanese, Russian, and Spanish accounting for over 75% of these students. Of the total school-age population, more than 30% of the students are from homes where English is not the first language. The non-white population of the school is 29%: 13% Asian, 11% African American, and 5% Hispanic.



Photo courtesy of Ed Malitsky

The Staff

Brookline employs more than 772 teachers, counselors, and administrators in its schools. The administrative staff includes three Assistant Superintendents, a Director of Personnel, eight elementary Principals, a High School Headmaster and Assistant Headmaster, Curriculum Coordinators, and Supervisors of the Libraries and Adult and Community Education Program. The

activities of the professional staff are supported by approximately 215 civil service personnel. Today we teach students with a wider range of needs, yet our students continue to be academically successful: a higher percentage of Brookline High School graduates go on to four-year colleges than 15 years ago; College Board scores have increased over the past five years; and Brookline's scores on state curriculum assessment tests in mathematics, science, social studies, and reading are dramatically higher than the state average and considerably higher than communities similar to Brookline.



School Committee

Brookline welcomed two new administrators this year—Florence Farley, Supervisor of Libraries, and David Summergrad, Principal at Runkle School.

Program Highlights

Brookline Elementary School Counseling Program

In September, 2000 the Brookline Schools were awarded a \$1,000,000, three-year grant from the Federal Department of Education. The goal of the project is to identify the elementary school population who demonstrate early signs of

emotional, behavioral, or social problems and establish a comprehensive intervention and prevention program that will prevent these problems from progressing into major dysfunction, which is often first reflected by not succeeding in their classroom.



Photo Courtesy of Ed Malitsky

To achieve the program's goal, the School Department has hired four master's level qualified school social workers who are conducting an effective counseling, prevention, and intervention program. The program's activities include:

- ?? Direct services to students and families;
- ?? Training to parents and school staff;
- ?? Implementation of science based social competency curriculum; and,
- ?? Establishment of strong community and agency linkages.

The program uses programs based on a developmental, preventive approach that improve decision-making skills and social functioning. At the conclusion of the three-year period, we anticipate achieving the following outcomes:

- ?? All elementary school personnel (teachers, guidance counselors, school nurses) will be trained to identify students at risk and to use successful, field tested models to address the students' need;
- ?? Strong linkages will be established with a network of culturally and linguistically competent service providers;
- ?? All students and families will have access to culturally and linguistically appropriate intervention services;
- ?? Social competency curriculum will be established across selected elementary grade levels;
- ?? A prevention and intervention model ideal for replication in multi-cultural urban elementary school settings will be developed;
- ?? The project's design, strategies, results, and resources will be disseminated and accessible by a number of means, including the establishment of a website that describes the project, presents the issues other models will address, provides online strategies to successfully establish linkages with local social service agencies, provides successful curriculum, and provides a real-time narrative of the project's accomplishing of its objectives and goals.

The Literacy Program

Over the past year a group of 30 staff — classroom teachers, Reading/Writing Specialists, Special Education teachers, ESL/Bilingual teachers, Librarians, and Curriculum - have been meeting regularly to discuss and examine best practices in intermediate-grade reading. Our goal is to publish a comprehensive Literacy Handbook for all teachers in grades 4-6. The Literacy Committee draws upon the broad and varied experiences of the committee members, professional publications and journal articles, and knowledge of the reading and writing processes to create the Literacy Handbook. We think the Handbook will be particularly useful to new teachers. Topics in the handbook include:

- ?? Current research principles for effective literacy instruction.
- ?? Best Practices.

- ?? Grouping contexts for instruction and student participation.
- ?? Essential components of intermediate-grade literacy instruction.
- ?? Vocabulary and Word Knowledge.
- ?? Comprehension Strategies.
- ?? Literature and Response.
- ?? Writing – Process, content, conventions, management of writer's workshop.
- ?? Oral Presentations.

All topics will also include assessment, use of technology, and will address the specific needs of struggling readers and writers.

The Summer literacy institute will be a workshop to finalize the Handbook and plan on-going presentations for teachers in 4-6 next year.



Photo courtesy of Ed Malitsky

Technology Update

Wireless Technology

This year, five Brookline elementary schools have invested in wireless technologies, i.e., Apple iBooks, airports, and base stations. This new technology allows students to use laptop computers right at their desks to access the Internet or the school's file server without plugging anything in. Throughout the district, teachers and students are singing the praises of wireless computing, primarily because of its flexibility and ease of use. At Baker School, Barbara Tennyson and Laurel Kalkanis have been using iBooks with a variety of grade levels. Below is a brief overview of some of the projects they have done to date.

A state DOE grant has allowed increased access to technology for the kindergarten, first grade, and second grade students at Baker. Second grade students have been introduced to word processing as well as to the wonders of digital photography. They typed original poems in AppleWorks and then inserted digital pictures of themselves into their work. All student files were easily saved to the file server through wireless technology. First graders are now working on writing and illustrating using KidPix Studio Deluxe to create a class slideshow about winter fun. Kindergarten students will be using the equipment starting at the end of January.

Students in the upper grades are using the iBooks in their classrooms to extend traditional lessons. Paul Masi's seventh grade class can log onto the micro observatory lab at Harvard University to manage telescopes and take pictures of the solar system. Julie Rains' health classes and Maureen Devlin's fifth grade class have accessed the Internet with this wireless technology from their own classrooms as well.

The wonder of the iBooks is that they truly provide "technology on demand". No longer does technology use happen only in the computer lab or by one or two students on machines in the classroom. Wireless technology increases flexibility in scheduling classes, provides greater access to technology, and enables teachers to integrate technology more seamlessly into their curriculum. This is clearly a promising technology area to explore and integrate into all our curriculum activities.

Assistive Technology in the Brookline Public Schools

A team of Brookline educators has been spending one day a month this year learning about assistive technologies, which is funded by a \$30,000 grant from the Massachusetts DOE. This School-Wide Assistive Technology (SWAT) team, which includes six teachers from the Driscoll School and three district-level administrators, travels to MESPA (Massachusetts Elementary School Principals Association) in Marlboro each month to receive training in a variety of software and hardware products especially designed for special

education students. This training is intended to augment the SPED Department's existing experience with and knowledge of Assistive Technology. At the end of each workshop, the team receives one unit of each hardware and software item previewed that day; these are housed at Driscoll and are available for loan to teachers throughout the system.

In addition to collecting equipment and receiving training, the SWAT team will be offering workshops to a variety of groups throughout the district. The SWAT team recently sent out a questionnaire to SPED teachers asking for their input on what type of technology training they are interested in. The results of this questionnaire, as well as input from regular education teachers, will help the team design Summer training for Brookline teachers on assistive technologies.



Photo courtesy of Ed Malitsky

Brookline Schools and Apple Computer: New Technology Leadership Program

On October 10, Brookline Public Schools, in conjunction with Apple Computer, launched a year-long Technology Leadership Program for the K-8 principals. The goal of the program is to introduce principals to a variety of technological applications and their uses in the curriculum, as well as to explore issues around technology leadership. The kickoff meeting featured Alan November, a nationally known leader in educational technology. Alan has worked with schools and school districts across the country on technology planning across the curriculum, staff development for technology, and long-range planning and community coalition building. In a

three-hour meeting with the K-8 principals, Alan asked tough questions about how technology is being used now in Brookline's curriculum and offered many ideas for how it could be best aligned with district goals. Alan offered his list of "non-negotiables" – things he feels every school should have. These included web sites for all principals and teachers, a comprehensive information literacy curriculum, a team of teachers investigating on-line learning options, and regular videotaping of students in order to create electronic progress reports.

The Technology Leadership Program will continue through the year with monthly meetings, each focusing on a different topic, including: A Principal's Guide to the Internet, Using iVideo to Capture Best Practices, Assistive Technologies, and Technology and Literacy. The program also includes a "field trip" to a school using wireless technologies in the classroom.

Brookline Adult and Community Education Program

The Brookline Public Schools' Adult and Community Education Program, the largest non-credit public education program in Massachusetts, has expanded the concept of learning throughout the Brookline community and beyond. Offering a curriculum of over 500 courses in addition to special and on-going civic projects during the Fall, Winter, Spring and Summer, the program has grown to over 18,000 enrollments. The program provides courses for adults, school children, and introductory language training for new residents and older adults. A broad menu of adult courses are offered which reflect community interest in the world, including Chinese, Japanese, Russian, French, Spanish, Arabic, and American Sign Language instruction. Students discuss world affairs and global investing and explore the ethnic music, dance, and cooking of many cultures. Courses focusing on philosophical and spiritual awareness and reflection also respond to active community interest.

Each term, regular program offerings include humanities, music, dance, exercise, arts,

computers, cooking, business, and investment courses for various skill levels. The highly qualified instructors are drawn from Brookline and neighboring towns, and include artists, entrepreneurs, skilled craftspeople, and professional educators. Throughout the year, the Brookline Adult and Community Education Program sponsors a number of special events, such as the Lehrhaus with Congregation Kehillath Israel, the annual Concert in Honor of Roland Hayes, the annual Public Health Forum, hosted by former Massachusetts Governor Michael Dukakis, and the Thursday Evening Lecture Series.

The Brookline Adult and Community Education Program also presents musical events and concerts. In celebration of Black History Month, the 12th annual Gospel Jubilee, held at the United Parish Church in Brookline, featured five outstanding nationally recognized gospel groups.

On-going co-sponsored courses with various town agencies, such as the Council on Aging, Brookline Community Mental Health, and the Brookline Public Library, continue to be mainstays of the program.

Through its proud tradition of public schooling, the "business" of Brookline has always been education. The Brookline Adult and Community Education Program built on this tradition, expanding the concept of community education to serve the many diverse constituencies that make up the Brookline community. Our goal is to continue to bring the community together in its essential work-education for the improvement of the quality of life for all its members.

BPS Curricular Web Site

Brookline Public Schools' new "Curriculum Connections" Website provides curricular resources for students, teachers, and parents. Located at <http://bec.brookline.mec.edu>, the site includes the complete K-8 Learning Expectations, as well as curricular links. In an effort to save both money and paper, the Office of Curriculum and Instruction is increasingly using an electronic format as its mode of communication. The creation of the Curriculum Connections site is a major step forward in this effort. While Learning Expectations booklets were printed for all teachers

and families for the 1999-2000 school year, the plan is to print a minimal number of the 2000-01 Learning Expectations, distributing them only to families who do not have Internet access at home. Those with Internet access can find revisions and additions to the Learning Expectations on the new Website; anyone wishing to read these documents in hard copy needs only to print them out.

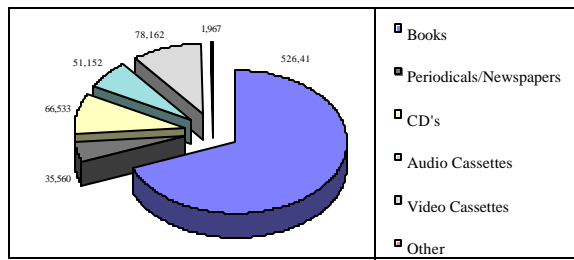
The Curriculum Areas portion of the new Website offers teachers and students links that provide general resources and complement specific curricular units. Currently, K-8 Social Studies, K-8 Science/Health, and K-6 Mathematics have posted Websites. In addition, the K-8 Gifted and Talented Program Coordinator has created a site of resources for parents. In the future, we hope to add Websites for grade levels and academic areas not currently represented on the site.



Photo courtesy of Ed Malitsk

LIBRARY

The year 2000 was a very eventful one for the Public Library of Brookline. The Library circulated 805,915 items, an increase of 6% over the prior year. This is the largest total circulation in the history of the library and is even more remarkable when you realize that statewide total circulation decreased 1.77% in FY1999 (the most recent year available for comparison). Brookline remains the sixth most heavily used public library system in the Commonwealth.



STAFFING

Full-time staff work 37 hours per week, including evening, Saturday, and Sunday hours. Educational backgrounds include English, history, literature, mathematics, music, and computer science, with 22 of the full-time employees holding Masters degrees in library science. Currently the library employs 37 full-time staff members, which is four fewer than last year. Over the year, vacancies have not been filled in anticipation of the closing of the Main Library for renovation. While this approach saved funds and avoided layoffs, it created significant staffing challenges as we prepared to close the Main Library and increase services at the branches.

Full- and part-time staff worked very hard to handle a significantly increased workload with fewer personnel available. In spite of this additional workload, staff participated in a wide range of staff development and training sessions sponsored by the Minuteman Library Network, Metrowest Regional Library System, and the Commonwealth of Massachusetts. Most of

these sessions focused on various computer software applications.

A grant from the Massachusetts Board of Library Commissioners provided funding for a series of workshops focused on customer service training. As part of this project, the library staff reviewed a wide range of procedures and developed, in draft form, customer service standards and guidelines that will be reviewed by the Trustees in the Spring of 2001.



Library Trustees

The year saw a significant number of changes in staffing. After a short tenure, Mike Sullivan resigned from his position as Putterham Branch Librarian to become Supervisor of Children's Services at the Everett Public Library. Cynthia Dromgoole, Children's Librarian at the Coolidge Corner Branch for the past 10 years, also resigned to accept the position of Branch Supervisor at the Mattapan Branch of the Boston Public Library. Mary Wiellette left her part-time position in the Reference Department to accept a full-time position at the Winchester Public Library.

Jo Ann Henry completed her degree at Simmons College and resigned after 26 years in the Children's Room at the Main Library; Barbara Lewis retired after 23 years of service as Assistant to the Town Librarian; and Mary Ellen Friel retired after 12 years at the Coolidge Corner Branch. All of these staff members will

be missed and we wish them well in their future endeavors. Ann Collins was promoted from a Reference Librarian's position at the Main Library to become Assistant Branch Supervisor at Coolidge Corner. In addition, Nancy Chadburn was promoted from part-time to full-time Library Assistant.

SERVICE

More than 7,544 people attended programs sponsored by the Children's Department in FY2000, an increase of more than 86% from the prior fiscal year. The Summer series of family programs sponsored by the Friends of the Library continued to be popular, attracting more than 475 children and their parents. Specialized class visits continued to be offered to Brookline students. Most of these visits are designed to familiarize fifth and sixth grade students with the wide range of materials and services the library offers. In addition, this year the visits focused on plans for the renovation of the Main Library.

Access to a wide range of electronic information sources continued to grow. Some of these services are paid for by the State or the Metrowest Regional Library System and others are made available through our membership in the Minuteman Library Network (MLN). MLN is a consortium of 41 public and academic libraries who work together to enhance service for library users. MLN has a web site (www.mln.lib.ma.us) that provides links to many useful Internet resources. Many of the databases available at the library may also be accessed from your home by visiting the MLN web site or the Brookline Library's web site at www.brooklinelibrary.com.

During the past year we continued to expand access to the Internet at all three libraries. By the end of the year, we offered full graphical access through 13 workstations. Four of the workstations at the Main Library, available for one hour at a time, were reserved 11,581 times this year, an increase of 21% over last year. Four additional workstations were available for walk in use, with use limited to 20 minutes.

Over the past several years we have reported on the increasing levels of resource sharing that has taken place as a result of our membership in MLN. This year, several thousand books, record albums, and other materials were transferred from our collection to that of other MLN member

libraries. In each instance, the recipient library had been designated by MLN's shared collection development policy to collect that particular subject area in depth. In addition, several thousand additional titles were transferred to the Boston Public Library; Boston receives State funds to act as Library of Last Recourse for the Commonwealth. In all instances, these items will continue to be available to residents of Brookline as well as all other communities. We expect the number of items we borrow from other libraries to increase significantly over the next 18 months while the Main Library is renovated. In addition, during the Fall, several hundred items were placed on extended loan to the Brookline School Department for use in the schools while the Main Library is closed.

RENOVATION

In May, Town Meeting voted unanimously to approve final funding for the renovation of the Main Library. Construction began in February, 2001, and will last for 18 months. The project will double the size of the Children's Room, provide an additional 18,000 sq. ft. of public space, fully utilize the latest information technologies, and be fully compliant with the Americans with Disabilities Act. This \$12,000,000 restoration project will be funded from three sources: the Massachusetts Board of Library Commissioners has provided a grant of \$3.5 million; the Town will use \$1 million that has already been appropriated for library repairs and provide an additional \$3.5 million from a combination of Federal Community Development Block Grant funds and new borrowing; and the Brookline Library Foundation has pledged to raise the remaining \$4 million privately.



The Foundation is made up of private citizens who have been working towards this goal for the past three years. As of December, 2000, the group raised more than \$3.3 million in cash and pledges and appears to be closing in on its goal. You can support this effort by contacting the Foundation at 730-2367.

FRIENDS

The Friends of the Library enjoyed another successful year in support of library services. Their 26th Annual Booksale in October surpassed prior years in raising more than \$18,000. This sale not only raises money for the library, but is one of the best recycling programs in town. The Friends provided funds for a variety of services and activities, including the children's programs mentioned above, materials, and equipment. In the Spring, the second annual "Read Your Favorite Poem" night was held featuring readings by a variety of community members and attended by almost 100 people. The Friends also sponsored their annual Candidates Night, which introduced voters to the candidates for the position of Library Trustee.

FACILITIES

No major repairs or improvements were made to the Main Library in 2000. The Building Department and library custodial staff did an excellent job of keeping the aging systems operating. Plans to rebuild the façade of the Coolidge Corner Branch have been completed, but implementation has been delayed until the Main Library project is completed.

CONCLUSION

With the Main Library closed, the year 2001 will be somewhat difficult for many of our patrons who regularly used that facility. Hours of service at the Coolidge and Putterham branches have been expanded. In addition, a small "storefront" facility will operate in the lobby of the Town Hall. Although the collection is small, it offers a presence in Brookline Village for those who might find it difficult to get to one of the other two branches. Materials can be requested from any member of MLN and delivered within a few days in many instances. The Trustees and staff greatly appreciate the on-going support the library continues to receive from the Board of Selectmen, Advisory Committee, Town Meeting, and other municipal departments. Most importantly, however, we want to thank the citizens of Brookline who once again showed their support by making even greater use of library services in 2000. We will do all we can to provide the very best library service possible in the year 2001.

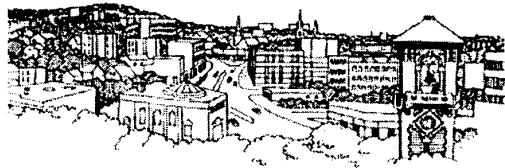
PLANNING AND COMMUNITY DEVELOPMENT

The Department of Planning and Community Development is responsible for managing and coordinating the Town's planning, development, zoning, subdivision, design review, capital improvement, housing, historic preservation, and grant programs. The Department also provides support to the Planning Board, Board of Appeals, Housing Advisory Board, Economic Development Advisory Board, Preservation Commission, and other appointed committees and task forces. The Department's mission focuses on providing and facilitating: the highest level of service to Town residents, businesses and institutions; timely communication and active citizen participation; strategic and proactive planning to appropriately guide and manage short- and long-term development, redevelopment, and capital investment; conservation of cultural, historic, and environmental resources; preservation and expansion of affordable housing; initiation of economic development policies, programs, and projects to support business opportunities and the enhancement of commercial areas; and improvement of our community's overall quality of life.

During 2000, the Department initiated or completed the following significant projects.

Comprehensive Plan

The Department, in conjunction with the Planning Board and the Comprehensive Plan Committee appointed by the Board of Selectmen, initiated the first phase of an 18 to 24 month work program to produce a new 10-year Comprehensive Plan for Brookline. The initial phase of the planning process focused on the analysis of existing conditions and the identification of preliminary issues and opportunities to guide the eventual formulation of goals, policies, and recommendations. A series of neighborhood forums was also initiated to insure broad based participation during this early phase of the planning process.



BROOKLINE PLAN 2000 - 2010

Zoning By-Law Review

The Board of Selectmen appointed a Zoning By-Law Commission to begin the process of reviewing the Town's current Zoning By-Law. The first phase of this effort involves a basic and preliminary examination of the Zoning By-Law's organization, content, clarity, administration, interpretation, and application. Best practices are also being identified and evaluated for potential application. The initial phase of this important effort will assist in the development and implementation of the Comprehensive Plan.

Affordable Housing Policies and Programs

The Housing Advisory Board and Housing Division completed a comprehensive review of Brookline's affordable housing policies and programs. The resulting report, which was approved by the Board of Selectmen and presented to Town Meeting, defines specific policy and program amendments targeted for the preservation and production of affordable housing units.

Affordable Housing Opportunities

The Department assisted the initial efforts of the Housing Opportunities Task Force appointed by the Board of Selectmen. The Task Force consists of representatives from the Housing Advisory Board, Economic Development Advisory Board, and the Brookline Housing Authority. The Task Force is charged with identifying potential opportunities and incentives to preserve and create affordable housing. In addition to completing a preliminary assessment of the potential range of opportunities and incentives, planning was initiated for two major public forums on affordable housing design, density, regulations, and financing.



Centre Street West Parking Improvements

Executive Order 418 – Housing Certification

During 2000, Executive Order 418 was issued by the Governor of the Commonwealth requiring communities to submit a Housing Certification report defining activities and actions taken to stimulate housing production. Eligibility for specific state grants is linked to successfully completing the housing certification process. The Department completed the Housing Certification report for submission by the Board of Selectmen to the State Department of Housing and Community Development. The report, which resulted in Brookline's certification, identified the significant efforts underway to address housing production.

Commercial Areas Parking

The Department assisted the Commercial Areas Parking Committee with the preparation of a final report and recommendations for improving on- and off-street parking management, supply, and enforcement in commercial areas. The report, which was produced in conjunction with a series of public forums, recommended a five-year implementation program. Following approval of the report and recommendations by the Board of Selectmen, the Department participated in short-term implementation efforts as part of an interdepartmental team convened by the Town Administrator.

Consolidated Strategy and Plan

The Department completed the second Five-Year Consolidated Strategy and Plan for submission to the federal Department of Housing and Urban Development (HUD). This important document serves as Brookline's application for the formula grants that the Town receives annually, including the \$1.8 million Community Development Block Grant (CDBG). HUD approved the Plan for FY2001 – 2005.

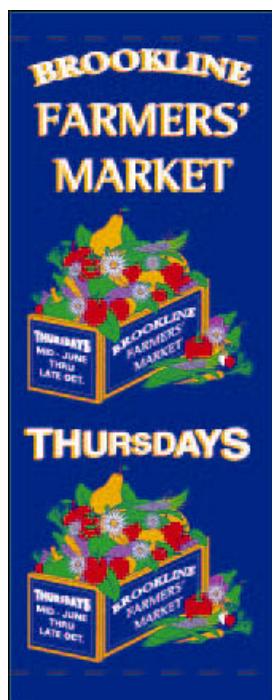
Public Meeting and Special Event Signage

In order to address a number of issues related to the demand, placement, cost, and maintenance of public meeting and special event signs in Brookline's commercial areas, the Department assisted an interdepartmental team with the evaluation of current town regulations and procedures. A report addressing policy, procedural, regulatory, design, locational, and capital improvement recommendations was prepared and submitted to the Board of Selectmen.

Farmers Market Relocation

In June, the Brookline Farmers Market successfully re-opened at its new location on Centre Street. Working with the Department of Public Works and the Market Manager, a site plan was completed and supporting improvements were made to various surroundings, including sidewalks, benches, pedestrian crossing, landscaping, utilities, signage, banners, and other public amenities creating an attractive new environment for the Market and an improved

parking facility to serve the Coolidge Corner commercial area.



Community Preservation Act

The Community Preservation Act (CPA) was formally approved by the Massachusetts legislature on September 14, 2000 and became effective on December 13, 2000. The CPA, through a surcharge of not more than 3% of the annual real estate tax levy, enables local communities to establish a dedicated source of funds to protect open space, preserve historic resources, and create affordable housing. The Department prepared several initial reports to assist the Board of Selectmen, boards and commissions, and the community with an initial understanding of the CPA and its potential applications and impacts.

Management and Tracking of Planning Board and Board of Appeals Applications

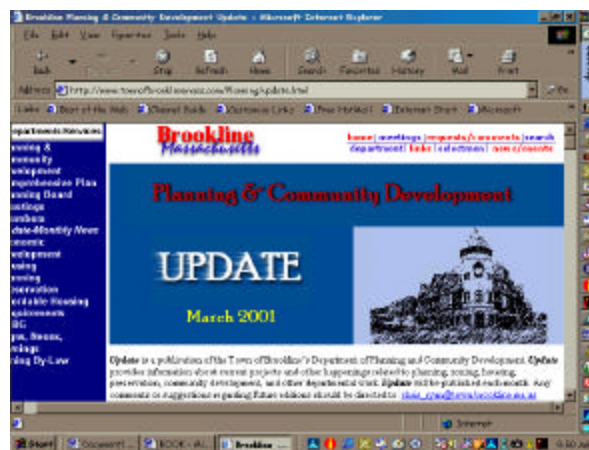
In conjunction with the Town's Information Technology Division, the Department initiated the first phase of an extensive process that will lead to the establishment of computerized files and processes necessary to intake, analyze, manage,

and track Planning Board and Board of Appeals applications, reports, conditions, and decisions. When completed, this effort will fully integrate building, zoning, and design review permitting processes and files.

Update

The Department's monthly *Update* publication was introduced, enhanced, and expanded both in print form and on-line as part of the Town's web-site (www.townofbrooklinemass.com).

Update provides timely news regarding important planning and community development activities, projects, and programs within or related to the Town. *Update* is widely distributed to Town agencies, boards and commissions, and the Brookline community.



Housing Division

Mission

The Housing Division aims at maintaining the diversity of the Brookline community by using available resources to create housing opportunities for households with a range of incomes. It does so through four primary functions: the development of new affordable housing for renters and homebuyers; preservation of existing affordable housing for renters and homebuyers; administration of programs that provide counseling and financial assistance to potential homebuyers; and financial and technical assistance for emergency repairs and abatement of lead hazards to eligible Brookline property owners.

Housing Advisory Board

The Housing Advisory Board (HAB) was established by Town Meeting in 1987 and is charged with recommending housing policies, plans, and programs for the Town, in particular those relating to the promotion of affordable housing and the use of housing resources. The seven-member Board includes attorney Ken Goldstein as designee from the Planning Board; real estate professional Leslie Fabian as designee from the Brookline Housing Authority Board; and the following five individuals appointed by the Board of Selectmen: senior activist Joan Lamphier as the tenant advocate for affordable rental housing; Amy Anthony, an affordable housing consultant who formerly served as the chief housing official in the Dukakis Administration cabinet; Kathy Spiegelman, the former Director of Community Development in Cambridge and currently responsible for real estate and planning, including affordable housing initiatives, at Harvard University; Kathryn Murphy, a senior real estate attorney at a major Boston law firm whose experience includes affordable housing projects; and Roger Blood, a management consultant specializing in residential mortgage credit risk and insurance.

Current Housing Programs

The Housing Division manages a variety of Federal, State, and privately-funded housing resources to provide financial and technical assistance to eligible applicants. As a member of the Brookline/ Newton/ Waltham/ Watertown (BNWW) HOME Consortium, Brookline receives approximately \$360,000 per year in federal HOME funds. The Town also has access to more than \$100,000 per year generated by a revolving loan fund initially capitalized through CDBG. Beginning in 1999, the Town has received payments into its Housing Trust that are projected to total \$3.6 million by the end of 2002. Furthermore, for the first time, in 2000, the Town participated in the State's Soft Second Program, which provides state subsidies as well as private benefits through Boston Private Bank, the Town's program partner.

In 2000, the Town's CDBG-funded Revolving Loan Fund provided low-cost loans to income eligible

property owners and their tenants within the Town and financial assistance to property owners so they could complete necessary repairs, lead paint abatement, and substantial improvements to 24 units, with total public and private investment of more than \$221,000. Assistance for the rehabilitation of housing is focused on emergency repairs and lead paint abatement needed to protect residents from displacement.

A total of \$45,000 in HOME funds leveraged an additional \$116,500 of private financing and \$8,700 in State Soft Second subsidy to make home ownership a reality for a lower income household. Three additional households were assisted under the Soft Second program, including two residents selected by lottery to purchase affordable units at the Kendall Crescent project under its inclusionary zoning requirement. At the end of 2000, the Housing Division was in discussion with the Brookline Improvement Coalition (BIC), a locally based non-profit organization, about the potential use of HOME monies to purchase and preserve an affordable lodging house.



Kendall Crescent Town House Development

In sum, a total of \$382,000 of private and public monies has been invested within the Town in 2000 to preserve and make affordable 25 units of rental and owner-occupied housing.

Inclusionary Zoning for Affordable Housing

The HAB's responsibilities include making recommendations to the Planning Board and Board of Appeals regarding implementation of the affordable housing provisions of the Town's Zoning By-Law. Housing developers seeking Town approval of projects containing more than five units must offer a plan for making 10%-20% of the proposed units affordable to income-eligible owners or renters. Developers of projects with six to 15 units may choose to make a cash contribution to the Brookline Housing Trust in lieu of producing affordable units directly.



Sewall School Housing Redevelopment

During 2000, the HAB continued to work with developers of numerous and diverse projects containing an affordable housing component. Examples include:

- ?? Completing negotiations resulting in the occupancy of two affordable two-bedroom units for upper moderate-income renters at Longwood Towers, in addition to four affordable studio and one-bedroom units for low- and moderate-income renters at 1470 Beacon Street.
- ?? The occupancy of the first two of five affordable condominium units required as part of the 35-unit Kendall Crescent project, which is under construction on the site of the former Town garage and Sewall School. A total of 399 applications were submitted, processed, and evaluated for eligibility for the five units; a lottery was held and the first finalists were qualified.

A Board of Appeals decision requiring four rental units for lower-income households in conjunction with a new 44-unit rental housing development on Marion Street.

- ?? A Board of Appeals decision requiring two rental units for lower-income families as part of a new 21-unit condominium project on Kent Street in Brookline Village.
- ?? Discussions with a developer about the inclusion of five affordable units as part of a 42-unit development on Cypress Street and Boylston Place in Brookline Village.
- ?? Discussions with a developer about the inclusion of 10 or more affordable units as part of a development of at least 75 units on Hammond and Heath Streets in Chestnut Hill.

At the end of the year, the balance of the Brookline Housing Trust had reached \$1.7 million. This balance includes more than \$1 million received from two 15-unit condominium projects in Coolidge Corner. It also includes the first of two installments due from the developer of an assisted housing project in Chestnut Hill, the result of the HAB's re-negotiation with the developer that accelerated a 30-year obligation to provide \$1.1 million within one year of occupancy.

Zoning By-Law Review

With the benefit of several years of experience and in coordination with the work of the Zoning By-Law Commission, the HAB initiated a process for reassessing the Inclusionary Zoning By-Law. At the end of the year, the Town released a request for qualifications from potential consultants to assist in this effort

Review of the Town's Affordable Housing Policy and Programs

The HAB engaged in a review of policies and programs that was presented to and endorsed by the Board of Selectmen in May of 2000, and subsequently presented to Town Meeting as an *Update on Affordable Housing*. Policies are directed toward re-establishing the historic status of Brookline as a mixed-income community by expanding the range of incomes currently under-represented in the Brookline market, which can be

supported through Town programs; assuring that the investment of Town monies achieve the longest term of affordability possible and leverages other sources; attending both to preservation of existing affordable housing as well as providing incentives for new development; and actively seeking out additional public and private resources, including funding, land, and expertise.

The HAB proposed the following priority for Town efforts: (1) preservation of existing affordable housing, (2) affordable housing development (with a preference for mixed-income developments, whether rental or homeownership), (3) homebuyer assistance (with deed restrictions, as may be practical), and (4) rehabilitation/lead paint abatement only to prevent displacement.

Preservation of Existing Affordable Housing

As a result of the continued loss of lodging house rooms, which have traditionally served single working people, the Housing Division initiated outreach to the owners of existing lodging houses, urging them to contact the Town if they place their property on the market. By the end of 2000, the Town was working with several non-profit organizations, including BIC, to consider the purchase of an existing lodging house. Furthermore, in follow-up to the HAB's policy work, and reflecting concern with current and future attrition in Brookline's stock of privately owned, publicly subsidized affordable housing, the Board of Selectman appointed a subcommittee with the Housing Advisory Board to review the obligations of the existing housing projects to maintain affordability, and to meet with owners.

New Affordable Housing Development

In a follow-up to its report to the Board on new directions, the Board also established a Task Force on Affordable Housing Opportunities. Co-chaired by two members of the Board, the Task Force includes the two members of the Housing Advisory Board and two members of the Economic Development Advisory Board with the most extensive experience in affordable housing development, as well as a member of the Brookline Housing Authority Board of Directors. The goals of the Task Force include identifying resources – financial, land (public and private), and expertise – to support the development of

affordable housing, and assist in articulating general development principles and guidelines. By the end of the year, the Task Force was looking at alternative sites and began planning two community forums to present and discuss the issues relevant to affordable housing development.

Executive Order 418 Housing Certification

Executive Order 418 seeks to encourage the development of housing affordable to low-, moderate-, and middle-income families by giving priority for discretionary grant funds to communities that are taking steps to increase the supply. The Town achieved such certification for the period ending June 30, 2001 by increasing the total supply of housing completed in 1999 by 50 units, of which seven ownership and 15 rental units were affordable. In addition, the Town took 21 proactive steps to encourage affordable housing.

Community Development Block Grant (CDBG) Program

Mission

The primary objective of the Community Development Block Grant (CDBG) program is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. The grant requires that not less than 70% of funds received are used for activities that benefit persons of low- and moderate-income. In fiscal reporting year 2000, 82.4% of the Town's \$1.8 million block grant were committed to these activities. Funding was allocated within the caps placed on the grant by HUD to program management and planning (20%) and public services (15%). The Town has been unwavering in its commitment to activities that benefit such public facilities as the Senior Center, street and sidewalk improvements, and other facilities that meet special needs.

Council For Planning and Renewal, Community Development Committee (CPR CD)

The Council for Planning and Renewal's Community Development Committee has been an integral part of town government since Brookline received its first Community Development Block Grant (CDBG). This grant was originally conceived as a "mayor's grant", with all of the decision-making falling on one person. Given the Town Meeting form of government in Brookline, a choice was made to form a committee that would make recommendations on how the grant funds should be used. This process fell to the CPR CD Committee. For 27 years, members of the community at large have painstakingly reviewed applications for funding within the regulations of the grant in order to present their recommendations to the Board of Selectmen. The members have represented areas of low- and moderate-income (income eligible) populations, were of low-income themselves, or citizens interested in making a difference in how the formula grant has been used. Today, members of the Committee, with care and dedication to meeting the needs of the citizens, particularly those of low-income, challenge themselves to juggle needs and resources available through the block grant.



The Senior Center

Eligibility

The Department of Housing and Urban Development (HUD) has defined the Town as an entitlement community (a community with a

population of over 50,000) that can directly apply to HUD for its formula grant funds. For over 27 years, the Town has successfully applied to HUD for Community Development Block Grant funds. For the last nine years, the Town has also received another formula grant, HOME funds. These two grants allow the Town, within the parameters of the federal regulations, to pursue activities related to youth, the elderly, public facilities, park and playgrounds, commercial, grant management, and housing, to name a few. Thus, these funds help to meet the Town's housing and community development needs as defined in the Five-Year Consolidated Strategy and Plan, which is described in detail below.

Consolidated Plan

In 2000, the Town completed its second Five-Year Consolidated Strategy and Plan. This document serves as an application for the formula grants the Town seeks to receive, and a strategic plan as how to equate defined needs with resources. HUD approved the Town's Five-Year Plan for FY2001-2005 during the Summer of 2000. Over the five-year horizon of this plan, the Town will annually prepare a One-Year Action Plan to meet goals identified in the plan. The housing and community development goals range from the preservation and production of affordable home ownership and rental units for residents of Brookline to the development of access to public facilities for persons with disabilities.

Homelessness Consortium

In the pursuit of funding to better serve the needs of Brookline residents, the Town has worked with the cities of Newton and Watertown in a homelessness consortium. A continuum of care system is in place that lays out a comprehensive and coordinated approach to address the needs of homeless families and individuals and people at risk of homelessness. FFY 1999 Steward B. McKinney Homeless Assistance funds were awarded to two agencies for their programs: Second Step in Newton, to assist women and children in escaping domestic violence, and the Brookline Center, with a new program to assist homeless teenagers. Both of these projects address the critical need for transitional housing with supportive services.

Planning Division

Mission Statement

The Planning Division, in addition to serving as staff to the Planning Board and design advisory teams, guides applicants through the special permit and design review processes, and represents the Planning Board at Board of Appeals hearings. The Division also prepares facade and sign design review reports and presents them to the Planning Board. The Planning Division also conducts research and prepares studies and plans to guide physical development and capital investment.

Retirement of Ty Ziegler

Senior Planner Ms. Ty Ziegler, who worked primarily on sign and facade cases, retired in April of 2000 after 30 years of service with the Town. We wish her many happy years of retirement.

Planning Board

The Planning Board is a five member citizen committee appointed by the Board of Selectmen to serve in an advisory capacity on town planning and community development issues. The Board holds evening public meetings approximately every two weeks to consider and make recommendations on all Board of Appeals cases. Additionally, the Board reviews all commercial signage and facade alterations proposed for the Town. Current members include Jerome Kampler, who serves as Chairman, Kenneth Goldstein, Mark Zarrillo, Linda Hamlin, and Martin Sokoloff.

Planning Board members also chair Design Advisory Teams that evaluate the design aspects of large development projects and serve as liaisons to other Town committees, such as the Housing Advisory Board, the Comprehensive Plan Committee, and the Zoning By-Law Review Commission.

Development and Design Review

During 2000, the Planning Board heard approximately 85 Board of Appeals cases and 61 cases for design review of signs, awnings, and facades for a total caseload of 146.



Planning Board

The year was active for residential projects, town projects, and special projects, including the renovation of a former state office building. Projects approved by the Board of Appeals included: 74 Kent Street (Brookline Village Lofts) for 21 loft style residential condominium units; 164 Harvard Street for a new mixed-use building with retail use at the ground floor and 12 residential units above and in an adjacent Victorian house; 640-648 Hammond Street in Chestnut Hill for nine new condominium units and the preservation of the Hunter Gatehouse; and a modified design for 20 Cameron Street for a new 14 unit condominium building.

Three Town properties, the Police Station, Fire Headquarters, and the Main Library, were approved for substantial renovations and additions. Signage for the Webster Street Hotel was approved, as well as a proposal for a new science center and observatory at Dexter School. Lastly, the State-owned building at 1010 Commonwealth Avenue was approved for major renovations and an addition for office and some limited retail use.

Design Advisory Teams (DAT's) were formed to assist the Planning Board in its review of 74 Kent Street, 164 Harvard Street, 640-648 Hammond Street, and 1010 Commonwealth Avenue. Numerous meetings were held, and Brookline architects volunteered their time to help make these projects as responsive as possible to neighborhood concerns and assets to the appearance of the Town. Design Team meetings were also held for the proposed residential project of 14 units at 1134-46 Beacon Street, adjacent to

Amory Park. A subcommittee of the Planning Board also worked with the developers of a project for 187-191 High Street proposed for the old Carey Lumber Yard across from Veterans Housing. The design was substantially changed to reflect the character of the neighborhood. A large residential proposal for Hammond and Heath Streets in the Chestnut Hill area was also reviewed by a Design Advisory Team, and this review is on-going. A change of use was approved for Washington Street, where the former Village Coach House/Bok Choy will be occupied for general office space by the Brigham Radiology Group.

Completion of the extensive landscaping at the Longyear Estates on Seaver Street in Fisher Hill and the residential and commercial project at Kendall Crescent (Sewall School, Town Barn, and new townhouses) have also been on-going efforts.

Design review of signs, awnings, and commercial facades continues to be an important part of the Planning Division and Planning Board's responsibilities in preserving and enhancing the appearance of the Town's commercial areas. New signs, facades, and awnings in Coolidge Corner include: Zathmary's, a gourmet grocery store; Sprint, at the former Woolworth's; a proposed mural for the rear wall of the Arcade Building; renovations to the storefront at the S.S. Pierce Building; a new awning at 9 Babcock Street for Firenze Restaurant. In Brookline Village, at One Harvard Square, Cleaner By Nature replaced an old box sign with a more modern one, and at 5 Harvard Square a new awning for Serenade Chocolatier was erected. At 808 Commonwealth Avenue (the prior Peter Fuller Building), Boston University will repair the rear facade and renovate the windows. New signs were approved for ChildQuest at the gas station at 800 Boylston Street, for the Webster Street Hotel, and at 1223 Beacon Street for Jae's Restaurant.

The Planning Division works closely with the Economic Development Office and the Housing Division to facilitate current and future development proposals and preserve and produce more affordable housing in Brookline.

The Planning Division also assisted with preparation and review of zoning amendments and reports for the Fall 2000 Town Meeting.

Preservation Division

Mission

The Preservation Division staff are responsible for providing support to the Preservation Commission and all of the responsibilities that the Commission assumes. They also engage in public outreach, grants administration for historic and landscape preservation, the conducting of surveys of historic resources, and historic preservation assistance to other Town departments, commissions, and boards.

Brookline Preservation Commission

The Brookline Preservation Commission (BPC) is responsible for the protection, restoration, and preservation of the Town's private and public historical and cultural resources. It administers the Town's Local Historic Districts and Demolition Delay By-Law. The Commission, in its role as a Certified Local Government, reviews State and Federal projects affecting National and State Register properties. The staff also works on public outreach through educational programs, such as slide talks and walking tours. Appointed by the Selectmen, the Commission is comprised of: David England, Chair, Maurice Childs, Vice-Chair, Patricia Libbey, Dennis DeWitt, Sheri Flagler, Gary Gross, and Shantia Anderheggen. Commission alternates include: Wendy Ecker, William Rizzo, Elton Elperin, and Emily Livingston. The Commission added Shantia Anderheggen as a regular member and appointed new members Elton Elperin and Emily Livingston.



Preservation Commission

Districts & Certificates of Appropriateness

The Town has 16 historic districts and over 80 individually designated properties listed on the National and State Registers of Historic Places. The BPC also administers the Town's two Local Historic Districts, Pill Hill, with 227 properties, and Cottage Farm, with 110 properties. The BPC reviews any exterior design changes and issues a Certificate of Appropriateness or Non-Applicability. The Commission heard 47 cases in 2000. It was an unusual year with two applications for new construction, both in Cottage Farm. One, at 155 Amory Street is completed and occupied; the other, at 50 Worthington Road, will be finished in 2001.

Demolition Cases

The Preservation Commission reviews proposed demolition cases under the Town's Demolition By-Law. When a property is declared historically, architecturally, or culturally significant, the Commission pursues alternatives to demolition with the applicants. In 2000, the office processed 33 applications. Among the properties declared significant were 75 Francis Street, 1134-1136 and 1146 Beacon and 1529-31 and 1533 Beacon Street, the carriage house at 18 Vernon Street, and the residences at 5 Perrin Road, 24 Winthrop Road, 121 Centre Street, and 22 Payson Road.

Historic Landscapes

The staff and Commission also worked to maintain the integrity of the Town's historic landscapes. They worked with the Park and Recreation Commission and DPW to review plans for Larz Anderson Park using the Ryder Cup money supplemented by funds allocated through the CIP; they continued to advocate for the restoration of the Carlton Street Bridge in the Riverway; and reviewed plans for the replanting of Philbrick Square. The Preservation Office brought the grant for the Department of Environmental Management (DEM) tree and vegetation survey of the Riverway to completion. The tree report documents the present conditions and will assist the Town in making decisions as it begins to rehabilitate this section of the Emerald Necklace. The staff successfully obtained a grant from the DEM for the

restoration of the Bubbling Brook in the Olmsted Park. The Preservation Office continues to participate in the plans for the dredging and replanting of the Emerald Necklace to ensure its continued integrity as an historic park.



Riverway Section of the Emerald Necklace

Design Review

The Commission reviewed the design of the new Public Safety Headquarters on Washington Street, which included the historic fire station, and participated in the Carlton Street Footbridge Study. The Preservation Office worked with the Massachusetts Historical Commission to review several applications for telecommunications sites in National Register Districts.

Town Buildings

The staff continued to advocate for the Town's historic buildings. The staff worked with the Building Commissioner in the restoration of the exterior of 55 Newton Street. An RFP was issued for re-use of 29 Avon Street. The staff also assisted the Brookline Historical Society in hiring a qualified consultant to prepare a Historic Structure Report for the Widow Harris House, the Putterham School, and the Devotion House. This report will help plan for the rehabilitation of these important resources that are owned by the Town but administered by the Historical Society.

Garage and Carriage Barn Survey

The Preservation consultant on the Garage and Carriage Barn survey completed the first phase to 1919. He identified 20 19th century carriage barns

and surveyed 95 of the earliest garages. The second phase of the survey (to 1950) is underway and will be completed in July, 2001. The Preservation Office has updated more than 50 inventory forms and identified five properties eligible for National Register listing.



Carriage Barn at 18 Vernon Street built in 1897

Review for Planning Board Cases

Preservation staff worked with the Planning Division and Planning Board on over 45 cases, including a Hammond Street development that included the rehabilitation of the gatehouse at the Sewall Playground, the S.S. Pierce Building, and the rear facade of 808 Commonwealth Avenue. The Commission participated in the design review of the completion of Kendall Crescent, new construction on Beacon Street, and the façade of 202-204 Washington Street. The Preservation Office also assisted the Conservation Commission in the *Open Space Plan* and is an active participant in the on-going *Zoning By-Law Review* and *Comprehensive Plan* processes.

The staff responded to over 500 inquiries for information and advice, including assistance to the Brookline Chorus with a North Brookline house tour; the Goddard House with an exhibition for the Museum of Science's Aging Exhibit; worked with Walk Boston on a tour of Brookline's footpaths; assisted All Saint's Church with an application for an MPPF grant to restore its stained glass windows; and aided photographer Jean Stringham in her photo essay on Longwood Mall.

Public Education

As part of its public education program, the Commission and Preservation Office issued a booklet of historic fences in Brookline to encourage the building of fences that enhance rather than hide buildings. The staff gave a talk on the carriage houses and early garages to an audience at the Museum of Transportation; conducted a walking tour of Cottage Farm and Longwood for the Victorian Society; participated in a Brookline Adult Education evening with the Brookline Underground Railroad Committee; and ran a workshop on using the built environment and Hall's Pond in elementary education social studies curriculum.

HISTORIC VIEWS OF WALLS AND FENCES BROOKLINE: A PORTFOLIO OF STYLES



PRODUCED BY THE BUCKLE UP FOUNDATION IN COLLABORATION WITH
THE COMMISSION ON PLANNING AND CONSERVATION OF BROOKLINE
THE BUCKLE UP FOUNDATION

Preservation Commission Publication

Economic Development Division

If 1999 was the "year of the big project" for the Economic Development Office (managing the Ryder Cup and bringing the Webster Street Hotel to Town Meeting), then year 2000 was the year of consolidating gains and taking small but deep steps to solidify the Town's economic development program. Following on the marketing initiatives begun with the Ryder Cup, we launched a "Shop Brookline" campaign to promote shopping and dining in Brookline's commercial areas, continued our business area celebrations, and built a database to improve communications with local businesses. On the development side, we took steps to implement Town Meeting's decision to build a hotel in Coolidge Corner, helped bring the 1010 Commonwealth Avenue redevelopment to

fruition, and supported the construction of the first new mixed-use project on Harvard Street.



Shop Brookline—Shop Smart!

The Ryder Cup helped us build an understanding of marketing Brookline's commercial areas by plugging us into a greater Boston and even national network of promotional experts. Our own work to do a local merchandizing program, offer a web site, produce a shopping and dining guide for ticket holders, and developing a show for the media on Brookline provided a foundation for branching out to market the Town's attractiveness as a commercial destination. We learned of the need to promote our businesses both within our own town and to neighboring communities, and we became more familiar with the tools that are considered effective in the field.

The Shop Brookline Campaign, with its own logo and tagline "Shopping and Dining the Way it Should Be", was launched in 2000 and will continue to be part of the economic development landscape in future years. The first phase included:

Image development—with the help of our consultant, Mark Favermann, we ran a collaborative process to choose an image and language to promote Brookline's commercial areas. Through lengthy meetings and discussions, we built a consensus for a marketing message about the attractiveness

and uniqueness of Brookline's business districts.

Visibility—with the sage advice and counsel of the Hill, Holiday Advertising Agency (secured on a pro bono basis), we began a program to increase awareness of Brookline as a shopping and dining destination. We purchased, at specially negotiated prices, taxitops and newspaper advertisements to sport our new logo.

Distribution—to build on the visibility effort, we wanted to broaden the recipient group of our message to guests to the Boston area. Through negotiation and assistance in preparing materials, we were able to get Brookline included in the Quick Guide, a shopping/dining guide distributed in 14,000 Boston-area hotel rooms with a readership of 1.5 million. Although the publication has been around for some time, this was the first time Brookline had ever been included.

Web Site—working with the Town's Information Technology Division, we completed the initial phase of a commercial areas web site, with links to local business web sites, to further promote Brookline as a shopping and dining destination for the increasing number of people using the Internet as their information provider. Visit www.townofbrooklinemass.com/Planning/Commercialareas.html to view the site.



Other Foundation-Building with our Business Community

In addition to the major Shop Brookline effort, we worked to consolidate our commercial areas assistance program, working closely with local merchant associations and the Chamber of Commerce. Specific areas of accomplishment in 2000 included:

?? **Overseeing the two annual public celebrations** that focus attention on our shops and restaurants: 1st Light Festival and Taste of Brookline (managed collaboratively with the Brookline Health Department). Both celebrations were extremely well received and attended. 1st Light took on a higher level of visibility with the addition of six sets of klieg lights to brighten the night sky and the securing of 38 sponsors, illustrating the depth of support in the community for this exciting showcase of our talented citizens and unique stores. Taste of Brookline not only provided guests with exposure to over 20 Brookline eateries, it raised \$6,700 for the two local food pantries.

?? **Creating a comprehensive business database** incorporating information from the Town Clerk, Assessors, and street-level research. Finally the Town has an effective way to communicate with local businesses and understand the composition of our business districts. This will be both a communications and a planning tool. Visit www.townofbrooklinemass.com/Planning/EconomicDev.html.

?? **Collaborating with the Chamber of Commerce to put on a series of small business seminars** covering topics of financing, marketing, and human resource issues. If we want to support locally-owned businesses in the face of the homogenization of retail nationwide, we need to provide our small business owners with tools to keep current in the constantly changing world of retail. Large companies typically offer professional development opportunities and the seminars are our way of extending this important benefit to our local owners. The series was very successful and we expect to do further work in this vein.

?? **Working on commercial parking issues** with the Town's commercial areas parking committee. In particular, an important recommendation of that committee was to implement an improved management approach to the current parking supply — making sure long-term spaces are reserved for long-term parkers, freeing up short-term spaces for customers. We have worked actively with various Town agencies and the business community to establish appropriate employee parking areas and policies for Coolidge Corner as the starting place. Parking is a critical issue affecting the success of all our businesses and requires appropriate attention and energy.



Finally, the appointment of the Town's first Commercial Areas Coordinator, in addition to facilitating all the exciting and important work mentioned above, allowed us to maintain on-going communications with the area merchants' associations, providing a problem-solving avenue within Town Hall. This can only increase the degree of Town-business collaboration to the benefit of all our citizens.

Webster Street Hotel—The Follow Up

While the big public effort around the Webster Street Hotel was to bring the issue to Town Meeting, once the approval to build a 189-room limited service hotel at the site of the Webster

Street Parking Lot was given, a lot of nitty-gritty work began to make it happen. Much of this was unglamorous, such as providing the State with all the documentation necessary to get legislative approval to transfer the land in the form of a long-term lease. Once approved by the State, we worked closely with Town Counsel to hammer out a lease agreement that protects the Town as well as facilitates the high quality development we seek. The lease is the vehicle that assures the promises made during the proposal development process are guaranteed.

Some of the implementation phase had more pizzazz:

✍✍ With the Farmer's Market manager, Planning Division, and a local transition team, we oversaw the successful relocation of the market from Webster Street (where the hotel will go) to Centre Street West. While the Department of Public Works is responsible for the excellent reconstruction of the site, our role was to make sure the public knew about the new location. We developed a banner and sign program that enlivens Coolidge Corner as it directs customers to the new market location.

✍✍ We conducted a public design process for the Town's first-ever commercial community street. We hired The Halvorson Company, a leader in the field of innovative landscape architecture, to design the street with both traffic-calming and beautification features. We appointed a Technical Advisory Team with representatives from the Conservation Commission, Transportation Board, Planning Board, and Board of Selectmen to assure appropriate professional input into the design. Close collaboration with the Town Engineering Division assured local standards are met. Three public meetings, at the beginning, middle, and end of the design process, allowed citizen views to be incorporated into this bold adventure.

✍✍ Concerns are high in the immediate neighborhood about the process of hotel construction and what it will mean to those most impacted. We conducted outreach to the hotel neighbors to learn about concerns and desires so that they can be incorporated into the construction mitigation and management plan. Noise and dust will be managed by regulating hours of construction, as well as modern methods to minimize impact.

Life Beyond the Hotel

The effort to promote appropriate development did not begin with the Webster Street Hotel, nor will it end there. In the year 200 we:

- ? Helped bring the 1010 Commonwealth Avenue project to fruition by working with the developer, Planning Division, neighbors, and the State.
- ? Worked to support the construction of the first new mixed-use residential/retail project at 164 Harvard Street.
- ? Formed an Office Feasibility Task Force to explore the possibility of attracting new office space to Brookline. Office space has twin benefits: commercial tax base and foot traffic for local businesses. In addition, the nature of the parking demands for offices (daytime) may offer complementary opportunities for additional resident overnight parking.
- ? Joined with the Housing Advisory Board, the Board of Selectmen, and the Housing Authority to form the Housing Opportunities Task Force (HOTF) to promote the development of affordable housing in Brookline.

It continues to be a busy agenda. The level of citizen interest in our work has been quite high and demonstrates that economic development can be synonymous with community development.

BOARD OF APPEALS

The Board of Appeals is a quasi-judicial board responsible for approving special permits and variances from the Zoning By-Law in accordance with the Massachusetts Zoning Act, General Laws Chapter 40A. The Board has three regular members and four alternate members, all citizens of the Town appointed for three-year terms by the Board of Selectmen. The Town Clerk serves as the secretary to the Board of Appeals. The Board meets weekly and normally hears two cases each week. The hearings are advertised in the TAB and notices are sent to abutters and Town Meeting Members in the precinct where the property is located. Three members hear each case and a unanimous vote is required for an appeal to be granted.

The Members of the Board of Appeals

Diane Gordon, Co-Chairman
Harry Miller, Co-Chairman
Bailey S. Silber

Associate Members

Louis C Cohen
Peter N. Elton
Lawrence E. Kaplan
Sara M. Sheldon
Susana Lannik

In 2000 the Board of Appeals received applications and held hearings on 83 cases, on which 61 decisions were filed, 17 were pending at year-end, two postponed, and three withdrawn. Application fees totaled \$ 60,750.

In all decisions, the Board of Appeals must carefully balance all needs and rights of the applicant with the impacts on the neighborhood and the Town. Frequently, the Board will impose conditions, sometimes a dozen or more, designed to improve the proposal and to mitigate any impacts.

BROOKLINE HOUSING AUTHORITY

During 2000, the membership of the Authority was as follows:

Barbara Dugan, Chairwoman
Frank Moroney, Vice Chair
Leslie Fabian, Treasurer
Pamela Goodman
David Trietsch
Brian Cloonan, Executive Director

The Authority administers the following Programs:

FEDERAL ASSISTED

Walnut Street Apartments	Family/Elderly
22 High Street	Family 72
4-24 Walnut Street	Elderly 28

Ralph Sussman House
50 Pleasant Street

Arthur O'Shea House	Elderly 100
61 Park Street	

Theresa Morse Apartments	Elderly 100
90 Longwood Avenue	

John W. Kickham Apartments	Elderly 39
190 Harvard	

SECTION 8 LEASED HOUSING

Section 8 Vouchers	67
Preservation Vouchers	156

STATE ASSISTED

High Street Veterans	Family 177
6-30 New Terrace Road	
176-224 High Street	
186-218 Chestnut Street	

Egmont Street Veterans 51-85 Egmont Street 338-348 St. Paul Street 209-221 Pleasant Street	Family 114
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Trustman Apartments 7-33 Egmont Street 144-156 Amory Street 337-347 St. Paul Street	Family 50 Elderly 34
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Col. Floyd Apartments 32-40A Marion Street 19-36 Foster Street Extension	Elderly 60
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Section 8 Certificates	334
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Condos	2
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Wheelchair Accessible Family Apartments	15
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Mass Rental Vouchers	166
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Kilgallon House 11 Harris Street	13 disabled persons
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Thomas Connelly House	8 disabled persons
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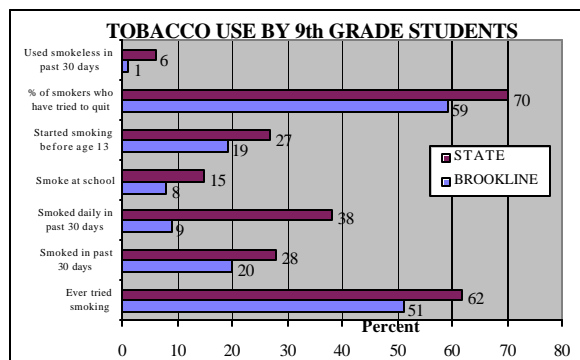
HUMAN SERVICES

Health Department

The Brookline Health Department, established in 1945, has as its mission the protection of the health of Brookline residents and others who may work in or otherwise be associated with the Town. Toward that end, the Department maintains an active surveillance system of health status indicators and has planned, implemented, and continues to evaluate a broad spectrum of local health services designed to reduce morbidity and mortality and enhance the quality of life of those who live and work here.

Administration

During 2000, the Department continued a formal community health needs assessment of Brookline. With support from a variety of medical institutions and foundations that serve our community, an additional volume of HEALTHY BROOKLINE was produced. Volume 4, presents health status and risk factor profiles for Brookline youth based on a survey of a sample of 9th and 12th graders. This report will be used to plan programs to enhance the health status of young people in Brookline.



This year, the Department continued to be successful in leveraging non-Town resources for a broad range of projects. Over \$100,000 was raised from a variety of sources including medical centers, foundations, federal and state government, etc. In addition, six well-qualified

graduate students were recruited for internships and practicums for a variety of community health projects.

The Health Department continued its relationship with the Boston Visiting Nurse Association to provide epidemiology and public health nursing services. With support from the Brookline Community Fund, we maintained our outreach campaign to enroll uninsured Brookline youngsters in the Children's Medical Security Plan and to expand the Dental Clinic's Program for children.

Upgrades to the Train Health Center included new equipment and furnishings for several offices. Also this year, additional progress was made on increasing GIS capability, upgrading a site for the Department on the Town's web page, and receiving comments/requests from citizens on-line. Please visit us at www.townofbrooklinemass.com, where you can find tons of information, meeting dates, and even take health quizzes.

Finally, we welcomed the Traffic and Parking Division of the Police Department to the Health Center while their building is being renovated.

Environmental Health Services

This Division, led by Patrick Maloney, MPAH, oversees many State-mandated programs including the licensing and inspection of food establishments, housing code inspections and enforcement actions, swimming pools, solid waste handling practices, animal, insect and rodent control, and the abatement of general nuisances. Additional concerns include asbestos removal, lead in the environment, hazardous waste, radon in buildings, and the enforcement of State and local tobacco control requirements, including the issuance of permits for tobacco retailers and monitoring the over-the-counter sale of tobacco products.

Brookline continued to be one of the only Towns in the State to fully implement non-criminal dispositions (tickets) as an enforcement element with inspections. The Division completed all mandated inspections as required by State regulation (including over 823 housing and 893 food service inspections). We held two training sessions for lodging house operators to acquaint them with new regulations, and also maintained a monthly schedule of Chokesaver classes and certified 168 individuals.

The Division provided technical assistance and leadership on issues including the remediation of the Newton Street Landfill site. Working closely with the Department of Public Works, we continued an educational campaign and enhanced enforcement regarding organic solid waste. The Division worked with other Town departments to maintain a pilot program for rodent control. We continued our program with the Brookhouse to sponsor a "Mutt Mitt" program to reduce pet waste on parkland adjacent to the Muddy River.



Public Health nurse Barbara Westley and Town Veterinarian Herb Carlin administer a rabies vaccination to "Tabby"

In addition, air sampling and environmental monitoring equipment was acquired to better assess issues related to indoor air quality, electromagnetic fields, and pest control. The Division responded to hundreds of requests from the public for information on radon, lead, opening new restaurants (100% of new operators received a formal orientation), and solid waste disposal. The Division also finished computerizing its permit processes in areas including food service, retail

food, tanning salons, etc., and began taking and tracking consumer complaints on-line.

Finally, the Division held health and safety workshops for all children's camp operators and adopted and implemented provisions of the new State Food Code, which included training for all food service establishments on these revisions. We also offered half a dozen rabies vaccination clinics in conjunction with the Newton Health Department.

West Nile Virus

A major challenge to the Department and the Town was the fact that Brookline was the epicenter of West Nile Virus in Massachusetts. Activities focused on surveillance, education, and control.

With regard to surveillance, a system was created to collect, test, and track virus-positive birds. With the support of the Brookline Police Department, over 160 dead birds were collected and tested at the State Laboratory. Sixty were found positive for the virus. Mosquito traps were set up in areas where multiple virus-positive birds were found, yielding three batches of virus-positive mosquitoes. This data was mapped with support from the Town's GIS staff in the Information Technology Division.

Over 25,000 pieces of educational material were distributed, including 5,000 door hangers with tips on mosquito control and personal protection. For example, the School Department sent out information to the parents of all students in the Fall and the Council on Aging assisted in reaching out to older adults in the community.

A West Nile Virus information telephone line was set up and regularly updated, and the Department fielded hundreds of calls by concerned citizens. The Town's website featured a comprehensive array of educational materials and posted the latest updates daily.

Staff at the Health Department and Department of Public Works (working with the East Middlesex

Mosquito Control Program) were trained and certified to apply larvacide to the Town's 2,400 catch basins to kill mosquito larvae. At the recommendation of the State Health Department, following the identification of batches of virus-positive mosquitoes, ground-spraying of all public streets to kill adult mosquitoes was carried out using Resmethrin, a pesticide that is closely related to chrysanthemums, and is among the least toxic available for killing mosquitoes. Media coverage of all aspects of our response to West Nile Virus was extensive.

Consumer Affairs

The Department's Sealer of Weight and Measures, Richard Bargfrede, continued to insure the honesty and integrity of market-place purchases of goods and commodities. The training of the new part-time inspector went well and resulted in all the weighing and measuring devices within the Town being tested and sealed. With the passage of the new consumer protection laws pertaining to scanner accuracy, the Division will be busy implementing the new mandated inspections of all scanners located in Brookline.

The new regulations give the Department authority to impose civil fines and we began implementing non-criminal dispositions (tickets) as an enforcement element in 2000. The Division also continued to upgrade its computer capacity with funding from the Commonwealth of Massachusetts.

Child and School Health

Under the direction of Gloria Rudisch M.D., MPH., the Division of Child and School Health continued to provide the Department's liaison with School Health Services and the nursing and health education staff in the schools, and oversaw all programs targeting children and youth.

Two major new projects were funded: 1) the Enhanced School Health Services grant, amounting to over a half a million dollars over three years, will allow for the extension of technical support to non-public schools in Brookline, allow the creation of an MIS tracking system for the school nursing program, and provide training for

health and nursing staff, among other things; 2) a federal Department of Education grant, one of only two funded in Massachusetts, will provide a million dollars over several years to hire social workers for Brookline elementary schools, under Dr. Rudisch's direction.

The daycare inspection unit monitored group day care centers and extended day programs, and Brookline continued to be one of a small number of communities delegated by the State to exercise licensing and inspection responsibilities to assure compliance with Office for Children's Services regulations. In addition, the Division maintained a regular schedule of child immunization clinics staffed by public health nurses with physician back up that served over 250 youngsters.

The Division, working closely with the Police, School Department, and Rotary Club, implemented an annual bicycle safety education program in the elementary schools.

We continued a program to counter bullying in elementary schools. In addition, we were able to assist in expanding the Dating Violence Intervention Program (DVIP) at Brookline High School, and continue to work with the High School AIDS Peer Leadership program and offer programs related to eating disorders in conjunction with the Massachusetts Psychological Association.

Community Health

Led by Lynne Karsten, MPH, this Division oversees community health initiatives including breast health; rabies education; influenza, pneumonia, and tetanus/diphtheria vaccination; elder health programs; and translation services.

During 2000, the Division implemented Town-sponsored adult immunization clinics serving over 2,300 residents. Also, support was given to the Rabies Awareness Committee and the Department maintained an inter-departmental rabies education and control program.

A highlight of our work was the Men's and Women's Health campaigns (the latter funded by Brigham and Women's Hospital), which involved building grass roots coalitions, organizing

educational programs, and screenings. Breakfasts co-sponsored with the Brookline Chamber of Commerce continued to draw capacity crowds. The Breast Health Program again screened over 45 women and educated hundreds regarding the benefits of early detection and screening.

The Department, with our partners at BI/Deaconess Medical Center, received continuation funding for our joint Elder Health Program, including a series on healthy aging and the Second Annual Elder Health Fair. Working with the Council on Aging and Brookline Housing Authority, we continued a Balance Program that involved 50 frail elders in a program to build muscle mass and confidence and prevent falls. Additional support was provided by West Suburban Services. This program was featured at the Annual Meeting of the American Public Health Association held in October in Boston. In addition, we received continuation funding from the Massachusetts Department of Public Health and Harvard Pilgrim Health Care Foundation to support the Town's Domestic Violence Roundtable.

Translation services in Russian and Chinese (with funding from New England Medical Center) were provided to several Town departments. Together with the Russian Community Association of Massachusetts and St. Elizabeth's Medical Center, we presented a health education and cultural series for Russian speaking citizens, including the 3rd Annual Russian American Festival that drew 1,200 people in conjunction with the Human Relations/Youth Resources Commission.

Finally, the Dental Health Clinic maintained its weekly clinic schedule at the Health Center through Tufts Dental School and linked with the School Department, providing over 500 patient visits in 2000. The Dental Literary Project was continued, and all children enrolled at the Dental Clinic received free, age-appropriate books. In conjunction with National Public Health week last April, the Division sponsored a dental open house and educational program featuring local dentist Dr. James Seligman.



Dr. James Seligman teaches Brookline children about dental hygiene at the dental open house

Public Health Nursing/Epidemiology

The Division of Public Health Nursing/Epidemiology oversaw the investigation and control of over 150 cases of communicable disease. This included case management of eight active tuberculosis cases requiring screening of workplace exposures, investigation of a host of bat exposures, and investigation of several foodborne outbreaks. Led by Barbara Westley, RN, the Division provided the Department's liaison with the Boston Visiting Nurse Association, and also provided clinical support to all Department screenings, immunization programs, and other clinical activities including refugee health. Regularly scheduled blood pressure screenings provided 555 patient visits. Information and referral services in the areas of foreign travel and other general health issues were also provided.

In addition, the Division, working closely with the State Department of Public Health, continued to outpace a Russian-speaking epidemiologist at the Brookline Health Department two days per week. We recruited another well-qualified graduate student from Boston University to work with the Division during the academic year. Finally, the Division distributed thousands of doses of vaccine to community-based medical providers and provided technical assistance on vaccine preventable disease issues.



Flu Clinic volunteers and staff at the Annual Volunteer Luncheon at Newbury College

Substance Abuse Prevention and Services

This Division led by Gerry Trombley, LCSW, M.Ed., and Mary Minott, MSW, fields programs and services in both community and school-based settings. The Division provided assessment, 3,700 counseling sessions, 230 class presentations, referrals, and monitored progress for over 136 individuals, including 25 Town employees, as well as students and parents.

The Division developed a violence prevention initiative to address high-risk behaviors often associated with teen substance abuse. This includes the continuation of the Students Against Destructive Decisions (SADD). Sixty students participated in continuing alternative alcohol and drug free social events for youths. The SADD members were also involved in educational forums for elementary and high school students and parents to promote positive health choices among youth.

Working with the Brookline Police Department, Town Counsel, and private sector bartender training programs, Division staff continued a uniform certification procedure for bartenders.

Mr. Trombley worked closely with the Human Resources Department in rolling out the Town's new Employee Assistance Program (EAP). Ms. Minott, working with the Police Department, secured grant funding to increase services in middle school including the hiring of two new employees. The Youth Behavioral Risk Factor

Surveillance survey was completed and was released as Healthy Brookline, Volume 4. Finally, a coalition of service providers in Brookline, Newton, and Watertown secured \$1 million in federal funding to serve a variety of individuals, including adolescents.

Smokefree Brookline

Brookline continued monitoring compliance with the Town's Tobacco Control By-Law and pursuing complaints concerning infractions of the law. We also developed and implemented a policy for retail vendors who repeatedly violate laws on tobacco sales to minors. Brookline continued to exceed national compliance levels regarding sales to minors.

March was declared restaurant Appreciation Month in Brookline. Working with restaurateurs, the Brookline Chamber of Commerce, and the Economic Development Office, the 4th Annual "Taste of Brookline" was held to promote Smokefree Brookline restaurants, benefiting Brookline's two food pantries.



Director of Public Health Alan Balsam performing at JP Licks during 1st Light

Educational programs were held in schools and the community, including a major push for the

Great American Smoke-Out and World No Tobacco Day. In addition, Smokefree Brookline sponsored a Flag Day Parade float with a tobacco free theme and provided a community tobacco education program with hypnosis for quitting.



Smoke Free Brookline float at the Annual Flag Day Parade

Advisory Council on Public Health

A dedicated group of six unpaid citizens continue to serve as members of the Advisory Council on Public Health (ACPH). Meeting monthly, the Council provides the Director with advice on budget, policy and Town Meeting issues, health needs assessments, and a range of operational issues.

This year, Dr. Milly Krakow and Ms. Roberta Gianfortoni were reappointed to the ACPH by the Board of Selectmen. They rejoin Dr. Joyce Clifford, Dr. J. Jacques Carter, Ms. Elizabeth Hirshom, and Dr. Bruce Cohen on the Council.

Another highlight of the year for the ACPH was the re-election of Dr. J. Jacques Carter to the Chair. Dr. Carter has identified a number of important goals for the Council for the coming year, including working with Dr. Balsam to further analyze the community health assessment of Brookline, assisting in development activities, fielding another Public Health Policy Forum in the Spring, and building the "Friends of Brookline Public Health" organization.



Advisory Council on Public Health

Friends of Brookline Public Health

The Friends of Brookline Public Health, a membership organization conceived to build a constituency for public health in Brookline, entered its fifth year. The goal of 130 individual members and six corporate members was achieved.

A Board of Trustees of 18 persons, including four officers, was elected and activities included a reception and the issuance of the newsletter. The Board voted to fund several public health initiatives including a project linking literacy and health, a balance/fitness program for elders, and a linkage with our Sister City in Nicaragua.

The Friends of Brookline Public Health also co-sponsored the 5th Annual Public Health Policy Forum entitled "Crisis in Massachusetts Health Care: From the White House to the State House, to Your House", featuring Attorney General Tom Reilly, among others, in conjunction with the Brookline Center for Adult and Community Education. Finally, the Friends continued the Annual Public Health Leadership Award in Brookline, and announced the 2nd Annual award to Governor Michael Dukakis. Another award was presented to Ethel Weiss of Irvings Toy and Card Shop in recognition of the fact that they no longer sell tobacco products or candy cigarettes.

Human Relations-Youth Resources Commission

The year 2000 marked the 30th Anniversary of the creation of the Brookline Human Relations Commission (which became the Human Relations-Youth Resources Commission in 1973). In recognition of this milestone, the Commission acknowledged this birthday at its events throughout the year. The Commission is Brookline's official town agency working in the areas of intergroup relations, civil rights, and youth advocacy.

Membership

The Commission bid farewell to members Rabbi Rachmiel Liberman and Wendy Warring and Associate members Barbara Brown and Sandra Kostetsky. The Board of Selectmen appointed new member Dr. Ed Wang and new Associate members Nancy Erdmann, Commission liaison with the School Committee, and Rita McNally, Commission liaison with Norfolk District Attorney Keating's office. The Commission also welcomed Dr. Jacqueline Kieff, liaison with the Country Club. Ruth Flaherty continued as chairwoman while Harold Koritz and Dr. Susan Howards continued as Vice-Chairpeople.



Human Relations-Youth Resources Commission

Administration

The Human Relations-Youth Resources Commission full-time staff included Director C. Stephen Bressler and Secretary Ongelita Mockabee-Miles. Jennifer Morris succeeded Ellen Goodman as part-time Events Coordinator. Working primarily with the Brookline Domestic Violence Roundtable, but also assisting with

Commission programs, was Intern Michele Gauthier. Lastly, assisting with clerical work were high school youth workers Vinny Ferreira and Ben Gredler.

Programmatic Responsibility

In addition to his work in community relations, the Director is Brookline's Affirmative Action Officer, Fair Housing Officer, Minority/Women Business Enterprise Officer, Contract Compliance Officer, Americans with Disabilities Act Coordinator and Section 504 Officer, Ombudsman for Broadband Monitoring Operations (see separate report for Broadband Monitoring Committee), and Project Coordinator of the Brookline Holocaust Witness Project. He also staffed the Town's Community Partnership Committee.

The Director worked with the Brookline Domestic Violence Roundtable and was a consultant to its monthly, hour-long TV show "The Safety Net" (now in its fifth season and seen in 39 cities and towns in Massachusetts). The Director participated in the Town's Israel Independence Day Committee, Brookline High School After the Prom Party Planning Committee, Underground Railroad Committee, Future Search's Diversity, Inclusion, Participation Committee, and the Brookline Early Childhood Advisory Council. The Department also provided assistance to the on-going Brookline Sister City (Quezalguaque, Nicaragua) Committee.



Domestic Violence Roundtable

On a regional level, the Director participated in meetings of the Massachusetts Association of Human Rights/Relations Commissions, the Prejudice Discrimination-Based Violence Reduction Working Group of the Massachusetts Violence Prevention Task Force, the Greater Boston Civil Rights Coalition, the New Americans Teen Task Force, the Greater Boston Employees Advisory Board to the Massachusetts Rehabilitation Commission, and the Catholic Jewish Committee.

In the course of implementing the Town's Affirmative Action Program, the Director communicated with department heads and other staff, as well as with federal and state offices and members of various minority communities in Brookline and Greater Boston. Employment postings appear in the Bay State Banner, Bay Windows, El Mundo, The Sampan, World Journal, the Brookline Tab, the Boston Globe, and on-line at www.townofbrooklinemass.com, the town's website at, and at www.townonline.com, the Community Newspaper's site.

Comprehensive Affirmative Action compliance reports were prepared for the Massachusetts Commission Against Discrimination and the U.S. Equal Employment Opportunity Commission. The Affirmative Action Program has resulted in the participation of minorities and women on the Town work force. Satisfactory Affirmative Action compliance also had a direct impact in enabling Brookline to receive federal and state funds.

Commission Programming

Aside from numerous sub-committee work sessions, the Commission held eight staff-assisted meetings in 2000. Program committees this year were: Asian American Heritage Festival Planning Committee, Martin Luther King Jr. Day Planning Committee, Youth Awards Committee, Russian-American Festival Planning Committee, Teen Issues Committee, and 30th Anniversary Film Festival Committee.

Program Highlights

Martin Luther King Jr. Celebration Chaired by Carolyne DeVore Parks and with an audience of over 600 people, the Commission presented its 12th annual town-wide Martin Luther King Jr.

Celebration on Sunday, January 16 at the Brookline High School Roberts-Dubbs Auditorium. This year's program featured guest speaker U.S. Representative Barney Frank; musical selections from the Brookline High School Gospel Choir, Brookline High School Jazz Band, Hicks Inspirational Singers and the Devotion School Concert Chorus; dance performances by the Brookline High School Dance Ensemble and the Project Concern Youth Dance Company; readings by members of the Brookline High School Black Awareness Club; and a video put together by Pierce School third grade students.

Carolyne DeVore Parks served as Mistress of Ceremonies. Also featured was a town-wide student art and essay exhibit. Donald Weitzman represented the Board of Selectmen while State Representative Ronny Sydney read a proclamation from the General Court and Assistant District Attorney Grace Lee read a proclamation from District Attorney William Keating. Rabbi Donald Pollock delivered the invocation and the Reverend George Chapman of St. Paul's Church delivered the benediction. Director Stephen Bressler spoke about the Commission's 30th Anniversary.

The Commission also presented its first Martin Luther King Jr. Awards to Facing History and Ourselves, the Brookline Food Pantry, the Brookline High School Gay/Straight Alliance, and the Brookline Community Fund. Financial assistance for the Martin Luther King Jr. Celebration was provided by a generous gift from the Brookline Rotary. The program was videotaped by Brookline Access Television.

Asian American Heritage Festival The Commission sponsored the Seventh Annual Asian-American Heritage Festival on Sunday, May 21 for an audience of 350 people at the Brookline High School Roberts-Dubbs Auditorium. Grace Lee, Chief of the Hate Crimes Division of the Norfolk County District Attorney's office, served as Mistress of Ceremonies. Greetings were brought from Selectman Gilbert Hoy, Jr., State Representative Ronny Sydney, and Commission Director Stephen Bressler.

This year's festival featured Taiko Drum performances by Odaiko New England; performances by dancers from the American

Chinese Art Society, the Triveni School of Dance, and Korean dancer Jeong-Ae Yoon; songs and dances performed by Devotion School second graders; a skit by Pierce School eighth graders; a Tae Kwon Do demonstration given by Master Cho of the Choson Tae Kwon Do Academy; and a rousing performance by rock band "Close Combat."

Delicacies were donated by local restaurants including: Bombay Bistro, Chef Chang's House, Chef Chow's House, Chef Choy, Elephant Walk, Golden Temple, India House, Mr. Sushi, Noble House, Pandan Leaf, Ruth's Kitchen, Shalom Hunan, Taam China, and Thomas Ly. The festival was made possible through the generous financial support of the Brookline Rotary and Audy Mobil, Brookline Education Association, Cambridge Publications, Inc., Chef Chang's House, Chestnut Hill Star Market, Kiwanis Club of Brookline, Korean Association of New England, Korean Business People's Association, Norfolk District Attorney William Keating, and the Organization of Chinese Americans.

Forum on Teenage Partying Prompted by concern over teenagers' unsafe behavior at parties, the Commission sponsored a "Forum on Teenage Partying: Survival Tips for Parents, Grandparents, and Guardians" on April 10 at the Newbury College Student Center Auditorium. After comments by Newbury College President Dr. Roy Nirschel, Norfolk Assistant District Attorney for Domestic Violence Jeanmarie Carroll, and Commission Director Stephen Bressler, Selectwoman Donna Kalikow moderated a panel discussion with the Honorable Julius Houston, Associate Justice, Superior Court, Boston Schools Health Educator Carolyne DeVore Parks, Psychologist Dr. Tod Gross, Brookline Police Juvenile Officer, Sgt. William Riley, Jr., and Dr. Michael Ohamon of Children's Hospital in Boston. Dr. Susan Howards chaired the planning committee for the event. The program was videotaped by Cablevision of Brookline.

Youth Awards With financial assistance from the Brookline Rotary, the Commission sponsored its 15th Annual Youth Awards Program on June 6. Four Human Relations Awards, two Community Service Awards, nine Certificates of Merit, and 41 Letters of Commendation were presented to youths in recognition of their volunteer efforts over

the past year. Following a reception at the Brookline Health Center for recipients, their families, and friends, the awards were presented at the evening session of the Board of Selectmen.

Flag Day Celebration For the sixth year, on June 18, a Commission delegation proudly marched in the Town's Flag Day Parade.



Flag Day Parade

Russian-American Festival In cooperation with the Russian Community Association of Massachusetts, Health Department, St. Elizabeth's Medical Center, Council on Aging, Jewish Vocational Service, Jewish Family and Children's Service, Norfolk County District Attorney's Office, Leventhal-Sidman Jewish Community Center, Synagogue Council of Massachusetts, and RCN, the Commission sponsored the Third Annual Russian-American Heritage Festival at the High School Roberts-Dubbs Auditorium on Sunday, November 19. An overflow crowd of 1,300 people came to see and performances by dancer Vladimir Foygelman, dancers from the Yomtov Dance Studio, instrumentals by the Jazz Mates Mishulas Band Michael and Ella Grandel, singing by Aleksandr Prokhorov, pianist Victoria Mazin, Almas Serkibaev, vocalist Elen Krol, and the Jewish Community Center Chorus "Geulo". Mistress of Ceremonies was actress Galina Gutkin. Greetings and citations from District Attorney William Keating were brought from Associate member Rita McNally, Selectman Gilbert Hoy, Commission Planning Committee Chairman Susan Howards, Mary Margaret Franclemont of St. Elizabeth's Medical Center, School Committee Member Nancy

Erdmann, and Russian Community Association director Serge Bologov.

In addition to committee reports, highlights of Commission meetings included:

January – A presentation by Captain Peter Scott on graffiti in the Town.

February – A meeting with Police Chief Daniel O’Leary to discuss police community relations and Department statistics for calendar year 1999. The Commission discussed its participation in the ADL “No Place for Hate” campaign. It was decided to sponsor a Human Rights Film Festival in cooperation with the Coolidge Corner Theater. An update on a Massachusetts Violence Prevention Task Force grant to the Brookline Domestic Violence Roundtable was given.

March – A report on the Community Partnership Committee’s new Youth Fund was provided.

May – The Commission heard a report on the April 10 “Forum on Teen Partying”. Captain Peter Scott and Director Stephen Bressler reported on a major conference “Creating Our Future: New England Police Departments as National Models for Ethics and Integrity” sponsored by the Regional Community Policing Institute for New England. Member Agnes Rogers discussed a May 4 Massachusetts Association of HRCs forum on human relations/human rights commissions, in Newton, that she attended along with Mr. Bressler. Several members reported on the Black Jewish Seder held at Congregation Kehillath Israel synagogue on April 11.

June – The Commission met with Planning and Community Development Director Robert Duffy to discuss planning issues, in general, and housing issues, in particular. Vice Chair Susan Howards reported on the June 6 meeting of the Greater

Boston Civil Rights Coalition, where Chief O’Leary and Captain Scott were among panelists discussing police/community relations.

September – The Commission met with Chief O’Leary and ACLU of Massachusetts Director John Roberts to discuss police/community relations. Ginny Hamilton Ash, program director of the Fair Housing Center of Greater Boston, talked about fair housing testing to be undertaken by her organization. Chair Ruth Flaherty reported on the proposed Human Resources Department By-Law with regard to Affirmative Action. Chairwoman Flaherty discussed a conference on Immigrant Worker’s Rights held at Bunker Hill Community College on September 15 attended by herself and Mr. Bressler. The Director gave an update on ADA Compliance in the Public Schools.

October – The Commission heard a report on an October 16 Massachusetts Commission Against Discrimination/U.S. Department of Justice Immigrants/Refugees Workshop attended by Chairwoman Ruth Flaherty and Stephen Bressler. Reverend George Chapman spoke about the Sister City events to take place in Brookline. Susan Howards talked about the first charity golf tournament held at the Country Club to raise money for the Brookline Youth Fund.

December – The Commission met with Sara Leinbach from the Brookline All Saints Church and Interfaith Affordable Housing Coalition on affordable housing initiatives in Greater Boston.

Publications

Over 150 copies of the 2000 edition of the very popular “Child Care Resource Guide” were published and distributed. This year’s edition was produced in cooperation with the Brookline Early Childhood Advisory Council.

Broadband Monitoring Committee (formerly Cable Television Monitoring Committee)

Background

The Cable Television (CATV) Monitoring Committee was created by the Board of

Selectmen in 1984 to monitor Cablevision of Brookline’s compliance with the provisions of its license to operate a cable television franchise in

the community. Persons chosen to serve on this Committee fit one or more of the following categories: 1) consumer of CATV services, 2) technical expertise or experience in video production, 3) legal expertise, or 4) media expertise of a non-technical nature. In 1997, Cablevision of Brookline's license was renewed for five years. In 1998, RCN-BECOCOM was awarded a 10-year license to operate a cable television franchise. The Committee now monitors both companies. In 2000, the Board of Selectmen broadened its mandate and changed its name to the Broadband Monitoring Committee.

Membership

Francine Berger continued as Chairman with C. Stephen Bressler serving as Secretary. There were no membership changes during the year.

Administration

The Committee received staff and budgetary support through the Human Relations-Youth Resources Commission. Commission Director C. Stephen Bressler also served as Ombudsman for CATV Operations for the Town.

Ombudsman

The Ombudsman handled 275 complaints and/or inquiries relative to CATV and Broadband, up from 133 in 1999 and 93 during 1998. The Ombudsman was in frequent contact with Cablevision of Brookline and RCN-BECOCOM administrative staff and consulted with his counterparts in other communities, as well as with officials at the Massachusetts Department of Telecommunications and Energy.

Committee Programming

The Committee worked closely with the CATV Coordinating Committee. Committee Chairman Francine Berger and Ombudsman Bressler served as members of the Coordinating Committee and participated in that body's deliberations.

Over the course of the year, the Monitoring Committee held 10 staff-assisted meetings. Highlights of those meetings were:

February – The Committee met with the Town Administrator, who spoke about the convergence of cable television, telephony, and data transmission and the provision of these services to residents. RCN Vice President for Construction Ralph Canina gave an update on the RCN build, noting that where in most communities underground construction was about 5% of the system, in Brookline it was about 35%. Cablevision of Brookline General Manager Jay Somers apologized to the Town for the inadvertent appearance of adult programming on a channel meant for general audiences.



Broadband Monitoring Committee

March – The Committee discussed the aesthetics of multiple telephone poles that were being erected to support additional wiring. RCN presented its marketing plans for the next six months. Cablevision indicated it would be done with its rebuild by the beginning of the Summer.

May – RCN Vice President Thomas Steel predicted that RCN would be finished with construction of the system by mid-November. Cablevision of Massachusetts Vice President for Public Affairs John Urban informed the Committee that there had been an agreement to sell Cablevision's Massachusetts systems (including Cablevision of Brookline) to AT&T.

June – The Committee discussed the process through which Cablevision's License would be transferred to AT&T. RCN Director of Regulatory Affairs Stephen Grossman noted that RCN had finished all aerial construction and was now working solely on underground construction. It was announced that C2C/Teleport, a company dealing in business-to-business data transmission, wanted to bring fiber cable from Newton through Brookline into Boston.

At a second meeting held in June, the Committee voted to recommend to the Board of Selectmen that the name of the CATV Monitoring Committee be changed to the Broadband Monitoring Committee. The duties and responsibilities of the Committee would be the following:

- ?? Monitor compliance, performance, and services of broadband providers in Brookline.
- ?? Advise the Board of Selectmen on issues related to broadband services that affect the Town.
- ?? Interface between residents, businesses, and town government on all matters related to broadband services.
- ?? Advise the Town during relevant license transfers, renewals, and procedural matters.
- ?? Monitor compliance in the areas of construction, installation, customer service, quality of service, and business practices.
- ?? Advocate for programming and information services desired by the citizens of the Town.
- ?? Advocate in support of the mission of Brookline Access Television (BAT).
- ?? Provide information regarding broadband services on the Town's Web site (www.townofbrooklinemass.com).

September – The Committee heard a status report from RCN on firming up its organizational and physical infrastructure for delivering service to the Town. The Town's Information Technology Director Jon Snodgrass reported to the Committee on Cablevision and RCN deficiencies regarding installation of the HNet. The Committee discussed several possible Cablevision license violations

focusing on picture and sound reception. Rob Travers, Director of Programming for Cablevision of Massachusetts, reported that the rebuild was on track for completion by the end of November/beginning of December. BAT Vice President Barbara Soifer noted that BAT was in the process of filling its vacancy for Executive Director. As a follow-up to the Board of Selectmen's August 22 license transfer hearing, the Committee discussed concerns about AT&T being able to take over from Cablevision.

October – The Committee expressed concern that there were unfinished issues with Cablevision that AT&T should commit to fulfilling.

At a second meeting in October, the Committee discussed possible Cablevision license violations, reviewed spacing and equipment issues regarding BAT, and received an update from RCN on its progress in Brookline.

November - Chairman Berger reported on a meeting with the Town's Webmaster regarding enhancing the Committee's presence on the Web. The Committee discussed an evaluation of Cablevision's performance and any breaches of the License during the current contract term.

At a second meeting in November, the Committee met with Local Marketing Manager for Metricom Chris Adams concerning that company's intentions in Brookline. The Committee met with Cablevision engineer and OSP Manager Brian Mooney regarding engineering issues. RCN reported on its progress in providing service in the Town.

Council On Aging

The Brookline Council on Aging, whose members include both statutory representatives from other town departments and Brookline citizens, has continued to maintain offices in five town-owned buildings. The Brookline Senior Center on Winchester Street was opened in early-2000, allowing the Council a "home" to house most of the services provided to Brookline's older residents.

These services include information and referral; counseling from trained social workers; the HELP program, which finds and trains workers to help individual elders with household tasks; the File of Life medical emergency identification; employment service and volunteer placements; and a range of educational and social programs. The Council also cooperates with a number of public and

private organizations that serve the elderly. West Suburban Elder Services provides a group nutrition program and partially funds an Elderbus. BETS a cab discount program, has continued uninterrupted through the merger of the Town's two taxi companies. The Brookline Health Department sponsors weekly blood pressure screenings and annual influenza immunization clinics and, with the Council and Beth Israel Deaconess Medical Center, participates in the popular Matter of Balance Program that helps elders cope with a common fear of falling.



Council on Aging

The Coolidge Corner Library offers free weekly Senior Cinema programs and the Brookline Adult and Community Education Program sponsors many special classes for older people. Volunteer local attorneys staff a monthly Brookline Legal Assistance Bureau, offering information about legal matters, and lawyers from the Massachusetts Women's Bar Association and the Women's Bar Foundation visited Brookline Housing Authority buildings to draw up free wills for elderly tenants. The Housing Authority also sponsored a Bon Appetit series of cooking lessons given by prominent gourmet chefs to residents in public housing for the elderly.



Chandelier in the Main Stairway of the Senior Center

Volunteers continue to be at the heart of Council on Aging programs. Volunteer tax and health insurance counselors help individuals, and library volunteers deliver books and tapes to homebound seniors. Young volunteers are especially appreciated: high school students shop for and deliver groceries to older people and the Freelance Players, a group of elementary school children, perform original plays for senior audiences. Besides participating in groups like the new needlepoint class and senior quilters, older artisans contribute their talents to the annual Senior Crafts Fair, which raises money for charity. This year, the Quilters made a beautiful copy of a quilt used to help slaves escape the pre-Civil War south on the Underground Railroad; the quilt was raffled off at the fair.



Computer Class at the Senior Center

Many older and younger people have joined the Campaign for the Brookline Senior Center and the Friends of Brookline Seniors in raising funds for Senior Center furnishings. A very successful "Senior Soiree" held in September helped them accomplish their goal, and volunteers of all ages have signed up to help at the Center.

The Council's website (www.townofbrooklinemass.com/COA) continues to provide vast amounts of information, including a listing of services provided, important phone numbers, and the monthly newsletter.

Veterans

Massachusetts General Law mandates the Department of Veterans' Services, which is responsible for assisting needy veterans and/or their dependents with living and medical expenses. Directives issued by the State Commissioner of Veterans Services regulate the scope of these expenses. Medical assistance covers expenses for hospital inpatient or outpatient stays, medications, doctor visits, laboratory work, dental care, and stays at nursing homes.

Medical bills are paid at State rates with a 75% reimbursement to the Town, resulting in substantial savings to the Town. New legislation passed in 1999 authorized the reimbursement of Medicare supplement payments to eligible veterans on the Department's assistance program. The Department is obligated to file for all Veterans' Affairs benefits that a veteran may be entitled to, as well as other federally-funded or state-funded benefits, such as Social Security, SSI, SSDI, Unemployment Compensation, housing, etc.

The Department maintains copies of discharge records and vital statistics for most Brookline veterans. Grave registrations are recorded to ensure that all veterans' graves are decorated with a flag on Memorial Day. (Approximately 3,750 graves are decorated). The Department is responsible for ordering grave markers on request for the Veterans interred in Holyhood, Walnut Hills, and Walnut Street Cemeteries.

The Town appropriates 100% of the monies needed to assist the Veterans and/or their dependents. A monthly report is submitted to the Department of Veterans' Services located in Boston. The Brookline Director of Veterans Services initially approves the itemized expenditures and services. A period after

"services" per Massachusetts General Laws, Chapter 115, the State is required to then reimburse the Town 75% of all approved expenditures. The Veteran's Office has maintained a 100% approval of all monies disbursed by the Town.



Kevin Lowry as "Uncle Sam" on Flag Day

The Veterans' Office, American Legion, and the Veterans of Foreign Wars coordinated the ceremonies for Memorial Day and Veterans' Day.

The Flag Day Celebration and Parade has become a very successful community event with a steady increase in resident participation. The year 2000 was no exception. The cost is deferred with

an Ad Book championed by Building Commissioner James Nickerson.

The continued success of our ADOPT-A-POLE program provides a means to honor or show tribute to a veteran or someone special by displaying a flag on one of the poles along the Flag Day Parade route. For information on the ADOPT-A-POLE program, please contact the Veterans Office or visit the Department's website at www.townofbrooklinemass.com/Veterans.



Bagpipes on Flag Day

Operation Recognition honored World War II Veterans. Their sacrifice ensured our freedom, built our country into a superpower, and shaped the entire course of history throughout the world. The Veterans' Office, along with the School Department, Brookline School Committee, Alumni Association, Building Commissioner, VFW, American Legion, and many more, were able to coordinate and present Brookline High School Diplomas to over 40 World War II Veterans or their families, a long overdue recognition. The ceremony was attended by many of the High School pupils and the Auditorium was standing

room only, which meant a great deal to our Heroes.



Operation Recognition Ceremony at the Brookline High School

A special thanks to the Town Meeting members for their unanimous vote to appropriate the necessary funds to halt the deterioration of and restoration of two of Brookline's most prestigious monuments honoring Veterans: the Soldiers Monument located on the Main Library grounds and the Civil War tablets in front of the Town Hall.

Town Meeting also approved the dedication of a Memorial Square for Lt. David Joel Wax at Washington and Beacon Street (Washington Square).

The age of our veterans has created a new challenge, which includes finding housing, long-term medical care, and burials for veterans in need. This past year we were fortunate to work with the Ruth Cowen House to find housing for four of our Homeless Veterans. I would like to give special thanks to all who assisted in making this possible.

Americans with Disabilities Act Transition Team

The federally-mandated Americans with Disabilities Act (ADA) Transition Team was created by the Board of Selectmen in 1993. The goal of the Transition Team remains the evaluation of town programs, services, buildings, streets, sidewalks, parks, and playgrounds in

order to assure accessibility for persons with disabilities. Human Relations-Youth Resources Commission Director C. Stephen Bressler served as ADA Coordinator.

The ADA Coordinator, Brookline Health Department Alcohol and Drug Coordinator Gerald Trombley, and Brookline State Representative Ronny Sydney served on the Greater Boston Advisory Board to the Massachusetts Rehabilitation Commission and attended its bi-monthly meetings.

The ADA Coordinator maintained lines of communication with Brookline Commission for the Disabled chairman Joan Crowley and her successor Robert Sneirson, the Massachusetts Office on Disability, and the Massachusetts Rehabilitation Commission.

During the Summer and Fall, the ADA Coordinator, in cooperation with Beverly Gallagher, nurse leader for the School Health

Services Grant, Director of Child Health Dr. Gloria Rudisch, and Director of Public Buildings Charles Simmons conducted a self-evaluation of school buildings. In November, Ms. Gallagher and Mr. Bressler attended an ADA training workshop sponsored by the Massachusetts Department of Public Health. A similar ADA review of municipal buildings was conducted in the Spring by the ADA Coordinator with the participation of Commission for the Disabled chairman Joan Crowley, Building Commissioner James Nickerson, and Associate Town Counsel Joslin Murphy.

Lastly, the ADA Coordinator worked with individuals in an attempt to resolve their accessibility concerns.

Brookline Commission for the Arts **(Formally known as the Brookline Council for the Arts and Humanities)**

Summary

In addition to awarding over \$25,000 to grant recipients for programs to foster the arts and humanities, the Commission has begun the task of strengthening its services by clarifying its mission, establishing priorities, and restructuring internal procedures. As a part of its new direction, the Selectmen directed us to change our name from Brookline Council for the Arts and Humanities to the Brookline Commission for the Arts. This change will serve to align the Commission more closely with town government and will distinguish the Commission from a similarly named organization.

Mission Statement

The Brookline Commission for the Arts exists to preserve, enrich, and develop the unique cultural characteristics of the Town. We do this by serving artists and humanists, their supporting organizations, and the general community, and by building bridges between them.

The priorities we established are:

- ?? To solicit applications and to grant monies from lottery funds to recipients for art related and PASS programs.
- ?? To provide networking opportunities for the arts and humanities community.
- ?? To re-structure ourselves for effectiveness.
- ?? To market and promote the services of the Council.
- ?? To support public art.
- ?? To support the Town's 300th anniversary plans.

Grant Awards

Each year we receive about \$19,000 from the Commonwealth. This year we received an additional \$14,690 to stimulate even more activity in the arts in Brookline.

The Brookline schools submitted 27 PASS applications of which 26 were approved. The requests totaled \$10,000, and \$7,997 was allotted. Each year we have given an average of \$6.50 per child to the schools so that they may take students on art-related trips to places such as the Children's Theater, the Museum of Fine Arts, and Plymouth Plantation.



Grant recipients

This cycle, the BCAH received 27 arts applications requesting a total of \$61,215. We approved 20 grants totaling \$25,455. The grants represent the vast variety of interests of Brookline residents.

Highlights of the grants include:

- ?? Chinese brush painting workshops with the Chinese Culture Connection at the Driscoll School's Arts Equinox
- ?? An Indian Raga style concert
- ?? Two musical performances at the Senior Citizens Center
- ?? An art program in the Brookline Housing Project sponsored by the Brookline Art Center.

Communications and Collaborations

1. We have developed a website (www.townofbrooklinemass.com/TownInformation/bcah.html)
2. We will be collaborating with the Brookline Community Fund in a joint grant writing training program.
3. The Spring issue of the Brookline Adult Education catalog will carry a statement about the BCAH and its website. (This catalog goes out to thousands of people.)
4. In April, we will host a networking event for all arts and arts-related groups in Brookline.
5. On March 22, we will host a statewide training meeting for the Massachusetts Cultural Council at Newbury College.
6. We will be following the tradition of having brunch for recipients of the arts grants. This will take place on April 1st at the Brookline Arts Center.
7. We are working with Newbury College and the Coolidge Corner Cinema to help them expand their programs to include more varied activities. To this end, we have given them a little more money than they asked for in their grant applications.

Conclusion

The current Commission membership represents a wide spectrum of interests and experience in the arts, as well as a good range of ages and neighborhoods in Brookline. We have visual artists, a music teacher, a photographer, and several people in communications, publishing, and graphic design. The Commission has tremendous energy and is interested in making concrete contributions to the role of the arts in Brookline.

FINANCE

The Department of Finance was created through the enactment of Chapter 25 of the Acts of 1993, Massachusetts General Laws. This Home Rule Petition was the culmination of an extensive and comprehensive study undertaken by the Town's Committee on Organization and Structure. The Committee's blueprint called for a re-organization of five Departments involved with varied aspects of financial activity into a single, unified, and consolidated Department of Finance. The objective was to create a more efficient and effective organization that would provide flexibility in resource utilization, economies from a larger scale operation, elimination of a number of duplicated administrative functions, and improved coordination and communications. Most importantly, this new organization was created to foster the development of an environment that encourages innovation and creativity as it addresses the challenges ahead. The Department was created on July 1, 1993 and was staffed and became operational during January, 1994.

Organization

The Department of Finance is comprised of the following divisions:

- ?? Division of Accounts managed by Judith A. Haupin, Town Comptroller
- ?? Division of Assessing managed by George F. Moody, Chief Assessor
- ?? Division of Information Technology managed by Jonathan T. Snodgrass, I.T. Director
- ?? Division of Purchasing managed by David C. Geanakakis, Chief Procurement Officer
- ?? Division of Treasury and Tax Collecting managed by Harvey J. Beth, Treasurer/Collector

The Department is coordinated and overseen by the Director of Finance. The enabling act stipulates that one of the divisional managers shall also serve as the Director. Harvey J. Beth,

Treasurer/Collector, has served in that capacity since the Department's inception.

Accomplishments

During this seventh year of operations, the Department continued to look back to its initial mission for guidance. The primary objectives centered around improved technology, business systems, better and more expansive communications, improved "customer" services, internal training and staff development, and increased productivity.

A comprehensive review of the more significant accomplishments of the Finance Department is summarized within the individual divisional reports that follow. Our team approach to problem solving continues to show the benefits of collaboration that centers on a common mission.

Several of the more noteworthy achievements included the following:

- ?? The Town's financial strength was improved and the coveted Aaa bond rating was maintained.
- ?? A highly praised Town Internet web site (www.townofbrooklinemass.com) was vastly expanded.
- ?? A couple of E-Commerce opportunities were piloted.
- ?? A 24 hour/ 7 days a week permitting, licensing, and complaint system was introduced.
- ?? Our Geographical Information Systems (GIS) Division was recognized as "the Best Municipal GIS site in New England".
- ?? A new state-of-the-art and comprehensive governmental financial management system was installed.
- ?? Our cash management and banking services operations were streamlined and revamped in order to take advantage of the Internet and paperless innovations.

- ?? Telephone and Voice mail services were upgraded.
- ?? An electronic, paperless purchase requisition system was installed.
- ?? Preparations were commenced to get ready for the implementation of a newly mandated financial reporting and accounting system in accordance with National standards.
- ?? Significant hours of training were provided to many Town-wide technology users.
- ?? Much progress continued to be made with the financial records imaging project in order to reduce storage space requirements, streamline record research, and reduce the proliferation of hard copy paper resources.
- ?? A search for a new and improved computer aided mass appraisal (CAMA) system was commenced in order to benefit the periodic mandated revaluation efforts by our assessing team.
- ?? Efforts were aggressively continued to help keep delinquent taxes at very low levels.

This partial listing of our calendar year 2000 accomplishments shows the benefits that resulted from consolidation and reorganization. Periodic group or divisional meetings, resource sharing, intra-divisional "brain storming", etc. paved the way for an essential Finance Department "esprit de corps" that inspired the creative thinking and energy needed for this fruitful year. We continue to receive widespread notice for our innovative practices and we are very often asked for advice from our counterparts across the country. Moody's, the Town's bond rating agency, and the Commonwealth's Department of Revenue, Division of Local Services, continuously refer other cities and towns to us for guidance.

Longer-term Objectives

Our primary objective is to continue to provide exceptional service to our community while always searching for the best approaches and practices available for service delivery. We want to continue to earn and enjoy the reputation that establishes us as a "role model" for others.

The divisional reports that follow, along with the divisional statements in the annual financial plan, present a more specific outline of the longer-term

objectives that we hope to attain. We will use these as our measurement of future performance and accountability. We will continue to foster an intra-divisional environment that will provide us with greater breadth and depth than if we try to function unilaterally. Furthermore, we look forward to providing services and support to all other Town departments who have or will benefit from what we can bring to their operations. We remain committed to helping everyone provide "first-class" services to our mutual constituents, our diverse residential groups, and all the myriad of other citizens that we work with or otherwise serve.

Final Note

We are pleased to demonstrate another exciting year filled with many successful initiatives. None of this could have been accomplished without the support of an outstanding support staff and a cooperative Town administration. The support that we continue to receive is the major ingredient that distinguishes Brookline from many other communities. We, both individually as well as collectively, are pleased to serve because of this uniqueness. We remain deeply grateful to all of you who have given us your support and this opportunity to succeed.

The Director of Finance also extends his personal gratitude to Judy Haupin, Jon Snodgrass, George Moody, and David Geanakakis. They provide the very best support network possible and are outstanding members of the Finance Department "TEAM".

Comptroller's Division

In addition to the regular accounts payable, payroll, audit, general ledger, federal, and state reporting functions, the Comptroller's Office participated in the search for and implementation of the new financial accounting system. The Comptroller also served on the Brookline Contributory Retirement System. Some of the key accomplishments of the Division are highlighted below.

Payroll

Over 1,200 Town and 2,100 School employees were paid in excess of \$83,700,000 during the year without delay. More than 3,200 W2's were issued on January 23, 2001 and the usual myriad of payroll tax returns and deduction payments were issued in a timely manner. Employee deductions of more than \$3,000,000 were paid to the Brookline Contributory Retirement System and more than \$2,300,000 to the Massachusetts Teachers Retirement System.

Accounts Payable

Accounts Payable personnel, in conjunction with input from a variety of Town Departments, continued to service the more than 6,500 active vendors, processing more than 36,000 invoices, which resulted in approximately 19,600 vendor checks. Approximately 130 1099's were issued in January, 2001 to vendors providing services. The Accounts Payable personnel routinely audit all invoices before the payments are processed and then match up the resulting checks with their supporting documents for archiving in-house and mailing of payments.

Financial Reporting

2000 marked a year of change in the financial reporting system. In early January, 2001, the Town switched its financial reporting system from Pentamation to MUNIS – a system used in many Massachusetts communities. On December 19, processing on the old system shut down and the conversion process began. Prior to the conversion, the Comptroller's Office, together with an implementation team headed by Harvey Beth, the Town's Finance director, and comprised of key members of the Purchasing and Information Technology departments, worked with MUNIS staff to assure a clean transition to the new software. The implementation team went through extensive training on MUNIS software and tools during November and December, 2000.

The Comptroller's implementation team, comprised of Virgie Fitzgerald, Jan LaVoie, and Judy Haupin, prepared training documents for

the departmental new system rollouts in General Ledger queries and reports and Accounts Payable and Cash Receipts input and processing which began in January, 2001. In addition, during the year key departmental staff went through extensive training in Microsoft Access programming, which has enabled them to perform more extensive analysis and reporting of financial data available from both the financial systems and payroll.

Imaging

The imaging project continued, with weekly and biweekly payrolls and their related reports being saved to CD monthly and distributed to key departments to facilitate research and reporting. In addition, reports for payroll data for 1985-92 were transferred onto CD and Accounts Payable data was also archived by month on CD as were Comptroller Office copies of cash receipts journals and general journals. Also begun this year was the archiving of original contracts and revisions.

Closing

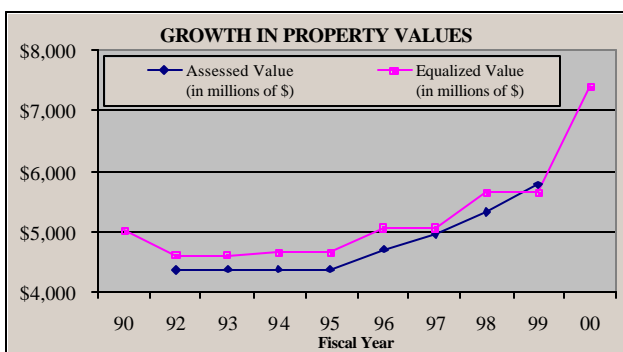
The Comptroller and her staff worked closely with other key departments to enhance internal controls and financial processing and reporting. The Comptroller gratefully acknowledges the fine efforts of her department, in conjunction with the efforts of other Town departments, which contributed to this highly successful year.

Assessing Division

Market Trends

By the end of calendar year 1999, the Board of Assessors determined that the values set for FY 2000, which has a valuation date of January 1, 1999, were low in all segments of the market. It was evident through the analysis of sales that the residential housing market was still strong and still appreciating. Sales of single family property in excess of one million dollars in neighborhoods that had never seen a sale that high are not unusual. Two- and three-family

home prices have skyrocketed, with the development potential for condominium use also a consideration. Condominiums, the only "affordable" residential product, have seen huge price increases due to the demand for anything under \$500,000. The analysis also indicated that the most prevalent reasons for choosing Brookline over other communities was the school system and safety. Other reasons are proximity to the finest hospitals, universities, and cultural events in the State. The chart below shows the increase in property value since 1990.



As we have done in the past, the Board of Assessors chose to factor values up in FY2001 the second year of the three-year revaluation cycle. This was done to keep values in line with "fair market value" as of January 1, 2000, the valuation date for FY2001. The following factors were chosen: Single family homes 14.5%, two- and three-family homes 16%, and condominiums 16%. The evidence for apartments and commercial/industrial properties suggested an increase of 10%.

Tax Rates

The appreciating values caused the tax rate to go down. The tax rate for residential property was \$14.83 in FY2000 and is \$13.46 in FY2001. The tax rate for commercial properties was \$24.52 in FY2000 and is \$22.12 in FY2001. Since the Board of Selectmen chose a 20% residential factor to use for the Residential Exemption, the residential exemption was increased from \$83,240 in FY2000 to \$96,110 in FY2001.

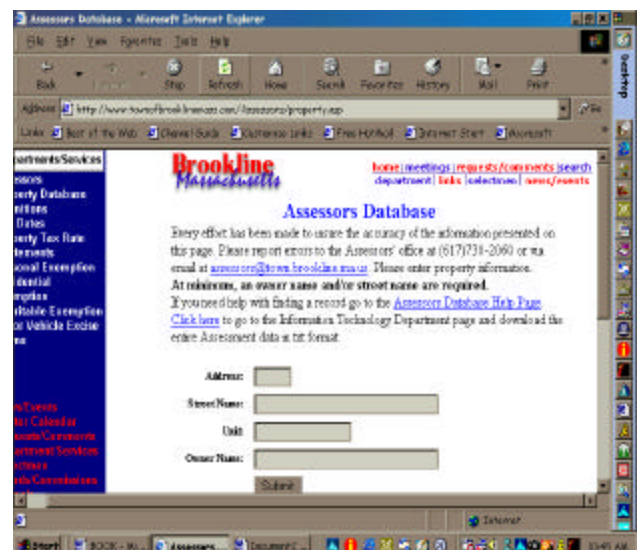
The actual tax bills for FY2001 were mailed on December 12, 2000.

Appellate Tax Board

Our Appellate Tax Board caseload has greatly decreased from its high of more than 2,000 cases in the early 1980's to less than 100 cases. Because we were diligent in reviewing and presenting these cases over the years, Brookline is now considered to be very knowledgeable in handling Appellate Tax Board matters.

WebPage (www.townofbrooklinemass.com)

The Assessors Web Page is complete and updates are made periodically. We are working with the Town Webmaster to develop a page that taxpayers can use as a resource to answer most of their questions. For over two years we have had the property database on the Web which lists each property by requesting it by street address or owner name. Available information includes owner's name, price and deed reference from the most recent sale, parcel identification, account number, and the current assessment and tax figures. Many questions can be answered quickly by using the "Requests/Comments" function of the site.



Assessor's Database

Staff

The Board of Assessors has three members. The Chief Assessor and Chairman of the Board George Moody, MAA, has 22 years experience as an assessor and has directed and organized seven revaluations of property, four of them in Brookline. Mr. Moody is also a licensed builder.

Dr. Harold Petersen has been on the Brookline Board of Assessors for 11 years. Dr. Petersen is a Professor of Economics at Boston College, where he has taught Economics for over 40 years. He was the Chairman of the Department of Economics at Boston College and has written many papers on the subject. He is considered an expert witness in many courts in the Commonwealth.



Board of Assessors

Sally Powers, MAA, is the Director of the Cambridge Board of Assessors. Ms. Powers has been on the Brookline Board of Assessors for three years and has been an assessor for 19 years. She has written papers on statistical modeling and is a lecturer on Mass Appraisal Theory. Most recently she consulted to the government of South Africa on valuation modeling.

Ten of the 11 staff members have participated in all four of Brookline's in-house revaluations. The Board of Assessors would like to thank the staff for their dedication and service.

Information Technology Division

Ride the Web Line to Brookline

Our webmaster, Ben Vivante, has been quite busy in his first year in Brookline. Last Winter, after we had rolled out the new website, www.townofbrooklinemass.com, we recorded an increase in site visits of more than 100%: we went from an average of 150 visits per day to over 300. Recent activity reflects an activity rate averaging 450 visits per day. Traffic studies show that we have roughly 120 new visitors daily. The website has continued to grow over the past year and has doubled in size to 700 pages. New features include:

- ?? the Town's first foray into the world of e-commerce: on-line payment capabilities for water and sewer bills and building permits;
- ?? a comprehensive listing of Brookline businesses (searchable by type), a breakdown of commercial areas;
- ?? purchasing RFP's downloadable from the sight;
- ?? the complete Town By-Laws;
- ?? expanded parking information; and
- ?? a searchable archive of Selectmen's meeting minutes.



Ben has also set up an Information Kiosk that sits in the lobby of Town Hall. The Kiosk provides Town Hall visitors with a means of checking out the Town website as well as providing an index of services provided. It is intended to assist in directing visitors where to go to obtain desired services in Town Hall and other Town buildings. It also provides visitors with phone numbers of departments and town employees and a means of calling or leaving a message. A local printer on the Kiosk allows visitors to obtain any of the 60 odd forms that are provided on the website. One can also print maps and other selections from the Town site or approximately 15 other selected state or municipal sites. To enhance the above features, we have upgraded our hardware and software, thereby providing a more robust presence on the web.



Information Kiosk

Your Comments Please

The Requests/Comments portion of the Website has been a major success. This function provides you the opportunity, on a 24 by 7 basis, to report a problem, pose questions to Town departments, express your comments on the Website, or ask general questions about Brookline. The reason this feature has been successful is that questions are answered very quickly: the average response is within 48 hours. There is a formal follow-up on all traffic and specific individuals are assigned to respond to

items in their area of responsibility. This tool aids both citizens and the Town as it provides an effective means of communication 24 hours a day.

Dot Com or Dot Gone?

We have been actively pursuing e-commerce opportunities to better service residents and businesses in Brookline. We selected an approach that allowed us to “test the water” without buying the pond. There are different models we can draw from. One is to contract for the design of a site specific to Brookline hosted by Brookline. Another is to contract from Application Service Providers (ASP’s). At the outset of our study, the least expensive model from a user point of view was an approach wherein the service provider absorbed credit card fees and allowed on-line payment for a \$3.00 “convenience fee” per transaction. There was no cost to the Town and minimal cost to the user. We proceeded with a pilot as it provided us with a test vehicle with no financial outlay. We chose to provide the capability to pay water bills on-line. Inserts were included with bills instructing the recipient how they might make an on-line payment. Public response was minimal. This was unfortunate for the vendor as they lost money on nearly every transaction.

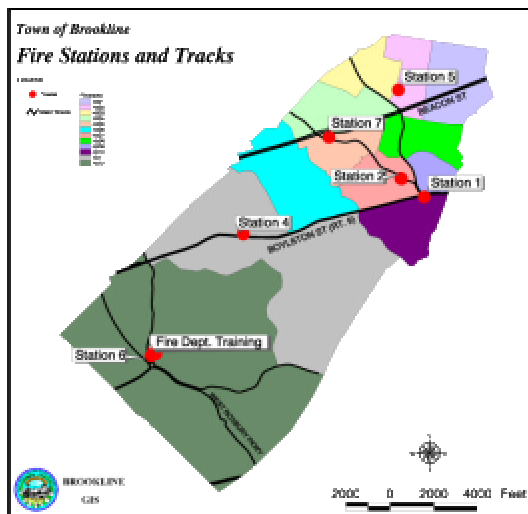
The second scheduled application in this model was to be refuse bills. Based on their financial losses on the water bill application, the service provider refused to take on other applications without funding. We deferred from further activity with them given the poor response to the first application and their current financial position. Other vendors are also rethinking their business plans in the face of a tighter economy. The model that will survive is one where sufficient funding is provided from either the Town or the user’s convenience fees (or a combination of the two) to both cover Credit Card fees and provide a reasonable margin of profit to the service provider.

We are also actively testing Permits.com and Accela.com in the area of on-line permitting. Both of these applications are funded exclusively by user convenience fees. We are seeking an appropriate plan for both Recreation Programs and Parking Tickets. We are meeting

with banks to review credit card processing and associated costs. We will adopt the best models for Brookline.

“And the Winner is...”

Brookline’s GIS department was honored as “the Best Municipal GIS in New England” in a recent contest sponsored by the American Society on Surveying and Mapping (ACSM) and the American Society for Photogrammetry and Remote Sensing (ASPRS). The Town had a new “fly-over” done last April in order to create new color digital orthophotos and two-foot contours. The contractor was Intermap Inc. and the Water and Sewer Department provided the funding. Preliminary delivery has been made, and after much quality control, we are close to final delivery.



GIS Map

Our GIS Manager Feng Yang and her staff hosted GIS Day on November 15th. This included a weeklong map gallery, four sessions with Devotion School 3rd graders, and an open house for Brookline residents. The event was very well received. If you are interested in the type of data demonstrated, an updated map library is available on the town Website.

In addition to the normal map generation and training / support functions, the GIS team has also worked closely with other town departments in the growing use of GIS technology. The Parks and Open Space Division brought in two interns

over the Summer to update the Town's street and park tree inventories. Data was provided to the Police Department to be integrated into the new E911 system. To support requirements by the Engineering Division and Water and Sewer Division, GIS acquired and quality checked a new “true building footprint” layer. This data layer provides more accurate building foundation data than what was available from rooflines.

Brookline is beginning the transition from a pure UNIX system to a mixed UNIX/PC system. We have Installed PC ArcView and have provided GIS training to the appropriate GIS users. This will be an on-going project. Next on the horizon is ArcIMS, providing our Website with on-line interactive GIS capabilities.

A+ for Permitting

Calendar year 2000 was the first year under the new PermitsPlus System. We have now successfully implemented Building Permits, Health Department Complaints, Refuse Complaints, and licensing functions. We are happy with the product and are expanding its functionality and exposure. Current plans call for implementing the Inspection and Scheduling modules for the Building and Health Departments in the Spring of 2001. We are also working with the Planning and Community Development Department and the Town Clerk's Office to incorporate the Board of Appeals process into the permit system. The Fire Department will also be joining the system for its licenses and permits. Formal approvals are being systematized for inter-departmental activities, serving to streamline current manual procedures.

That Number has been Disconnected

Pursuant to a contract change last year, we moved the bulk of the phone service and phone numbers from Verizon service to RCN service. This was to take advantage of lower rates and eventually to better utilize the RCN Inet provided to the Town as part of the Cable Television contract. Delays due to the RCN build out and the Verizon strike last Summer pushed this process out to the fourth quarter of 2000. The cut-over was done in two phases: Brookline

Public Schools were done in November and Town buildings were done over the Christmas weekend. The school moves went as planned with little or no problems. The Town Hall was another matter: a sizable block of numbers could not be reached from neighborhoods within Brookline itself. Verizon finally rectified these problems in the third week of January.

We are currently utilizing RCN for most of our service with some Verizon lines to be maintained as backup. New phone switches and instruments have been installed in Brookline High School, the Baker School, the Water Garage, the new Senior Center, and the temporary Police and Fire Headquarters at the Old Lincoln School. All of these sites are linked to central T1s at either the Town Hall or the High School. They also share centralized voice mail functions at their primary switch. The Heath and Lincoln schools, as well as the Putterham and Coolidge Corner libraries, will be scheduled over the course of the Spring and Summer.

Last but not Least

The Finance Department upgraded its Financial Software Package from the Pentamotion System to the Munis System. This was done in preparation for additional reporting requirements by the Commonwealth of Massachusetts. This involved extracting data from the old system for conversion, setting up a new server, becoming familiar with a new operating system, and sitting in on extensive training sessions. Although the bulk of this effort and responsibility was in the Comptroller's Office, the project placed demands on I.T. personnel as well. As of this writing, phase one of the project is complete and the system is up and running.

Purchasing Division

Annual Department Activity

The Purchasing Division is staffed as follows: Chief Procurement Officer David Geanakakis, Procurement Officer Bobby Lam, Buyer Richard Saville, and Clerk Leonore Nicolay. The most

important role of Purchasing is to ensure that the Town is getting the best value for purchases of goods and services.

During the past fiscal year, the Division processed 127 public bids and quotations. Nearly 7,000 purchase orders were issued for the various Town Departments and the School Department. Proposals, bids, and quotes involve the establishment of specifications, investigation of potential interested vendors, and evaluation of submitted materials. All steps of the purchasing process must comply with applicable laws. Once a vendor is awarded a contract, Purchasing initiates follow-up with both the ordering department and awarded vendor.

The Division has an important role in the contract management of the various goods and services that departments require, such as fuels, office supplies, school lunches, copiers, consultants, and insurance. Purchasing is involved in various capital projects, such as outfitting the Senior Center, Public Safety Headquarters, and Main Library.

Personnel Changes

The Purchasing Division underwent a change in personnel this past year with the retirement of Elizabeth Carroll. Liz served the Town for many years and was an integral part of the Purchasing team. During her more than 20 years of employment with the Town, she assisted all departments in a cheerful, professional manner. The Division staff wishes her all the best for the future.

A new Buyer, Richard Saville, began his employment in June. Rick came on board during the end of the fiscal year, a busy procurement time for Town and School Departments. He is a welcome addition and his purchasing and retail business experience will allow him to provide a high level of service to assist departments and other members of the Purchasing Division. David and Bobby would also like to extend a special thank you to Leonore Nicolay for her assistance and efforts over the past year.

New Financial Management System and Software

The Chief Procurement Officer was involved in the procurement, contract development, and implementation of the Town's new Financial Management System and Software, MUNIS. The Division staff is excited that an integrated purchasing module, featuring automated on-line requisitions and purchase orders, is part of the new system. The procurement process for all Town and School Departments will be streamlined by the significant reduction of forms and paper usage. Included is on-line tracking of the status of a purchasing request. As the project installation and rollout begins, Purchasing is looking forward to an improvement in the order process and the ability to expedite purchases.

Changes to State Procurement Laws

As of July 1, 2000, the Massachusetts State procurement laws, found in M.G.L. Chapter 30B, were updated to better serve all cities and towns. The Purchasing Division has informed and educated departments on the effect these changes will have on purchasing procedures. The higher dollar thresholds for quotes, bids, and proposals allow the Division to better serve departments in an expedited manner.

In the Spring of 2000, David and Bobby successfully completed the Massachusetts Certified Public Purchasing Officer certification program offered by the State Inspector General's Office in all three certification classes: general contracting, supplies and services, and design and construction. This program offered a comprehensive understanding of the laws, regulations, and procedures that govern all Town purchases. As a result, the Chief Procurement Officer and Procurement Officer properly advise all departments on the proper legal process to undertake for purchases.

Support to the School Department

The Purchasing Division continues to dedicate substantial resources and time to support the School Department's purchases and projects

over the past year. Procurement Officer Bobby Lam is the Division's primary liaison to the Schools, but all staff is involved with various purchases. Important items from the past year were:

- ?? Eliminated bulk office supply purchases, where practical, by using next day delivery services available from the newly established office supply vendor;
- ?? Served as a resource to identify suppliers for various projects;
- ?? Assisted various School departments on purchases using funds from time sensitive grant awards;
- ?? Assisted the School Building Services Manager in the development and award of a contract for cleaning services for the Devotion and Lincoln Schools;
- ?? Identified and coordinated purchases to lower costs, improve product quality, and accelerate delivery to individual schools;
- ?? Established preferred suppliers for products and services used by all schools, such as paper, copiers, spring water, and recycled toner;
- ?? Expanded use, when appropriate, of State and Department of Education contracts to lower costs and processing time.

The Purchasing Division assisted the Building Department and Information Technology Division during the completion of the Baker School renovation project. Purchasing was involved in managing the purchase and delivery of the furniture, lockers, window treatments, and information technology equipment. In the future, the Purchasing Division will continue to support school renovation projects.

Internet and E-Commerce Activity

With the assistance of the Town's Webmaster, the Purchasing Division is posting all bids and proposals on the Town's website. Vendors are able to download these documents, thereby reducing the amount of mailed paper and expanding the potential group of interested companies. Anyone interested in Town RFP's should visit www.townofbrooklinemass.com/Purchasing.

The Division continues use the vast resources available on the Internet to better serve departments on a daily basis. Price comparison, product specifications, and research of vendor information on goods and services are examples of Internet activity. It is anticipated that upcoming ecommerce and e-mail technologies, once implemented by the State, will be used to further improve the purchasing process.

Notable Procurements

The Purchasing Division issued the bids, awarded contracts, and administered the Cooperative Purchasing arrangement for the purchase of #2, #4, and #6 Fuel Oil and Gasoline for Brookline, the Cities of Newton, Cambridge, and Waltham, and the Towns of Arlington, Belmont, Watertown, and Winchester. Despite the sharp increase in the price of fuels during the past year, the Cooperative has locked into fixed prices that are lower than the general marketplace.

David oversaw the procurement and installation of new Town Hall office furniture for the Selectmen/Town Administrator, Town Clerk, Treasurer, Comptroller, Planning and Community Development, and Purchasing offices. A standard was established for a uniform appearance in all offices, which was used to update furniture that was up to 35 years old.

David and Rick worked with Chuck Flaherty of the Library to secure storage and transportation for library books during the renovation of the Main Library. Using both bids and existing contracts, a cost-effective solution for the 18 – 24 month period was found.

Treasury Division

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual accounting of the total cash receipts and disbursements for the fiscal year ended June 30, 2000. In addition, I have also included a

summary of the highlights of the activities and accomplishments of the Department of Finance's Treasury and Collecting Division for the year. Details of cash transactions and debt activity are also contained in the Annual Audit Report, which are found in the Library and the Town Clerk's Office. I believe that this approach provides more relevant information to our readers.

This was the sixth full year of the rebuilding that began with the advent of a consolidated Department of Finance. The re-organization that began just over six years ago has continued and has strengthened. The functional workgroups that were initially created to provide more effective service and internal cross training are working out very well. Internal coverage for periods of peak needs was expanded. The specialized tax administration units established five years ago continue to demonstrate their value to taxpayers. Indications are that public service has significantly improved. Of equal importance, our departmental staff moral remains favorable and supportive.

Duties

This Division is responsible for the collection and maintenance of all revenues from all sources, as well as the management and safeguarding of all funds, the administration of all debt, and the proper disbursement of all funds. In summary, the aggregate receipts and disbursements for the fiscal year that began on July 1, 1998 and ended on June 30, 1999 was as follows:

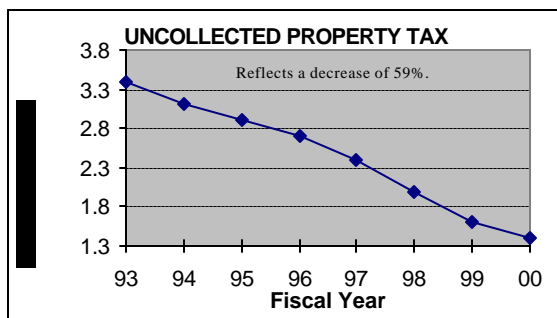
Cash and Investments - beginning of year *	\$64,576,074
FY99 Cash Receipts	\$297,963,078
<i>Sub-Total</i>	<i>\$362,539,152</i>
Less:	
FY99 Cash Disbursements	(\$290,291,051)
Cash and Investments - end of year	\$72,248,101

* Excluding Employee Deferred (IRS Sec. 457) balances.

The remainder of this report will focus on several major accomplishments that were achieved by this Division during the year.

Property Taxes

The aggressive delinquent collection campaign that was initiated in 1994 continued during the year. Again, for an unprecedented seventh straight year, we reduced the outstanding and unpaid property taxes. The level of overall unpaid taxes for this year was reduced by over \$209,000, a 13% reduction from 1999 and an overall reduction of over 59% since 1994. Levels of overall unpaid taxes are the lowest they have been in over 15 years. The collection program described in the 1994 Annual Report has been very effective. Uncollected property taxes, including all delinquencies, have decreased from \$3.4 million at the beginning of FY94 to a level of \$1.4 million at the end of FY00.



Municipal Lien Certificates

An important responsibility of this Division is the timely and accurate issuance of municipal lien certificates (MLC's). This document is required before buyers and sellers of property can finalize any agreements for the transference of any real property. Lawyers and Mortgage Lending Institutions depend upon this service. The owners of property about to be conveyed generally require immediate attention. Last year we issued 1,640 MLC's, continuing to respond within two to three days (with a few rare exceptions during systems changeover periods) to every request. We receive many favorable comments for timely and accurate service from the various legal firms in the area. With the help of our I.T. Division, we have developed an

automated response system that helped speed up our processing. We hope to continue to improve upon that system and we look forward to the day that we can provide MLC's through the Internet.

Motor Vehicle Excise

We continued to participate in the Registry of Motor Vehicle's license renewal and registration renewal marking program. The failure to be able to renew these two important permits has proven to be a very effective collection stimulus.

Uncollected excise at the end of the year was \$1.6 million. This is \$320,000 more than the balance at June 30, 1999, due largely to the timing of the billings from the State's Registry of Motor Vehicles. We continued to collect more than 92% of the over 39,000 bills issued each year on a timely basis.

Cash Management

\$3,666,618 in investment income was earned during the year, \$1,036,800 more than the amount earned during FY1999. This increase was the result of higher interest rates coupled with an aggressive cash management program that was instituted during the latter part of 1994. Use of a new automatic "sweep" account that invests funds each night, along with a weekly interest rate bidding request program, have insured that we are able to obtain the highest rates available while maintaining safety and liquidity throughout the year. Higher risk type investments, such as derivatives and similar devices, are specifically avoided. The Commonwealth's "legal" list of investments for Savings Banks and other Thrift Institutions are the only allowable investments that are used.

Other Accomplishments

Through an on-going competitive bidding program, we continued our seven-year record of reduced bank service costs while the level of bank services increased. Our costs decreased from \$29,600 in FY1999 to \$27,900 in FY2000. Seven years ago, similar banking services were costing us about \$150,000.

Expenses related to other financial advisory services, especially with the issuance of bonds, were similarly put out to bid. Since 1994, we have been able to retain the same level of service with a 45% reduction in costs. At the same time, our volume of activity has increased almost 150%, due in large part to the High School remodeling project. As has been noted previously, we have been able to keep these costs in check, in part, because we have undertaken a significant portion of this work internally.

As was stated for the past two years, we continue to derive benefit from special enabling legislation related to qualified school construction borrowing. During 1996, the Legislature passed a law that enabled us to delay the permanent borrowing related to the \$43.8 million High School remodeling debt exclusion project. This act allowed us to issue five-year year temporary notes for the first time, enabling us to delay permanent borrowing until this fiscal year. We financed the lengthy construction period with temporary borrowing that requires interest only payments. In essence, we deferred payment of bond principal until we began to receive our 61% reimbursement entitlement from the State, resulting in the delay and minimization of the "sticker shock" from this Proposition 2 ½ debt exclusion override on the annual tax bills.

In Closing

Again, your Treasurer/Collector presents these accomplishments with pride. They signify our collective efforts on behalf of our community. One of the most significant messages contained within this report is that Mary Slattery, Debbie Mann, Cathy O'Dea, Nicole Charles, Marjie Lalli, and John Mulhane are a team of professional public sector employees. They take pride in providing a high level of quality service for their constituents. As the manager of the Division, I express my genuine appreciation to this exceptional staff of dedicated people who continue to make this all happen. My very personally satisfying job and our many successes are a direct result of their exemplary performance. I remain forever grateful to each and every one of them.

I also wish to thank the Community for their continued support and response to all of our appeals. Tax collecting is never a "fun" task, but the vast majority of our taxpayers understand what we need to do in order to keep our financial house in good condition, and this understanding is what enables us to present these accomplishments. We really are grateful to all of you.

Retirement

The Brookline Contributory Retirement System is a defined benefit plan covering all Brookline employees, with the exception of teachers and school administrators whose retirement program is administered by the Teachers' Retirement Board. As of December 31, 2000, 1,364 employees were active members of the Brookline Retirement System and 795 retired members or their beneficiaries were receiving benefits.

During the year, the Board voted to grant 31 employees a superannuation retirement allowance. Five employees were granted an accidental disability and the Board granted one widow a survivor's benefit amounting to \$6,000 annually.

A five person Board is responsible for ensuring that the system is operating in compliance with Massachusetts General Laws, Chapter 32. During 2000, the Board of Selectmen voted to reappoint Finance Director Harvey Beth to the Retirement Board for a three-year term and Joseph P. Duffy was declared the elected member in the July election. Judith Haupin, the Town Comptroller, serves as the Ex Officio member and active Firefighter James (Chet) Riley is the other elected member. This year, Fred A. Taub was reappointed as the fifth member by the other four members and was also voted Chairman of the Board. Mr. Taub, an administrative judge with the State Department of Industrial Accidents, is a Town resident and not a member of the Town retirement system.

Mrs. Margaret Cossette joined the staff as the Deputy Director. She came to Brookline from the Middlesex County Retirement System where she was a Financial Analyst for 12 years. Mrs. Cossette joins the staff that includes the Director, Helen Trahon, and Administrative Assistant, Barbara McDonald. Mrs. Cossette performs accounting and investment duties according to policies set by the Board in

accordance with Chapter 32 and related laws. A copy of all account records is sent to the State monthly. The staff is responsible for maintaining membership and retirement records and issuing monthly payroll to approximately 800 retirees or their survivors. In addition to overseeing the overall operations of the office, the Director provides counseling to employees and their families regarding their rights and benefits, and processes all retirements voted by the Retirement Board.

In June, the Board voted unanimously to grant a 3% Cost of Living Adjustment for Fiscal Year 2000 and a 3% Cost of Living Adjustment for Fiscal Year 2001 to eligible retirees or their survivors.

The Retirement Board employs four professional investment managers to invest the assets of the retirement system in accordance with investment policies promulgated by the Board and approved by the State. In addition to the managers, a bank custodian is retained for the custody of the investment portfolio. An asset consultant is on retainer to provide investment advice to the Retirement Board. He assists with manager searches when necessary, performs evaluations, and assists on all other matters regarding the investment of the Pension Fund. In the year 2000, the System's assets increased by \$0.5 million, from \$157.7 million to \$158.3 million. Net investment gains were \$0.6 million, representing a return of 0.5% for the year.

An actuary is also retained in order to provide a report on the funding of the pension fund and to determine the proper annual appropriation to be made by the Town to the Retirement System. According to our most recent actuarial report, as of January 1, 2000, our system was 73.9% funded, an improvement from the 63.2% reported in our last full study as of January 1, 1998.